

Albany Unified School District

POSITION ANNOUNCEMENT

POSITION: Substitute Custodian **SALARY RANGE:** \$15.32 per hour

POSITION DESCRIPTION: Under the general direction of the assigned supervisor, clean and maintain an assigned school facility, group of buildings, or office space in a clean, orderly and secure manner.

REPRESENTATIVE DUTIES: E = Essential Duties

Sweeps, mops, strips, waxes and seals floors; vacuums rugs and carpets E; Dusts, washes, and polishes furniture and woodwork E; Empties and cleans waste receptacles, including trash barrels E; Cleans restroom, locker room and shower E; Washes windows and walls, polishes metal work and cleans chalkboards/whiteboards E; Moves and arranges furniture and equipment in preparing multipurpose rooms or classrooms for special events or meetings E; Cleans window coverings, such as drapes and blinds E; Picks up paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities; sweeps concrete surfaces adjacent to the school buildings E; Performs emergency cleanup service resulting from breakage, vandalism, spilling and illness E; Locks and unlocks gates and doors, and set security systems E; Performs minor maintenance work as assigned E; Performs related duties as assigned E

KNOWLEDGE OF: Basic cleaning methods, procedures, and techniques. Cleaning materials, supplies, and equipment. Safe working methods and procedures.

ABILITY TO: Efficiently and effectively use cleaning materials, supplies and equipment. Establish and maintain cooperative working relationships. Perform simple and repetitive tasks. Inspect facilities for maintenance and repair needs and fire, safety and health hazards. Prioritize and schedule work. Work independently with little direction. Communicate effectively both orally and in writing. Maintain detailed records and prepare reports. Ability to pick up 50 pounds. **Submit to Post offer/Pre-employment physical testing.**

ENVIRONMENT: Indoor and outdoor environment; regular exposure to fumes, dust and odors.

PHYSICAL ABILITIES: Lifting, carrying, pushing, pulling and moving heavy furniture and equipment; climb stairs and ramps; walking or standing for extended periods of time; dexterity of hand and fingers to operate equipment; bending at the waist; reaching overhead and horizontally. **Post offer/Pre-employment physical testing.**

HAZARDS: Contact with cleaning agents and chemicals.

QUALIFICATIONS/REQUIREMENTS: Current valid California Driver's license, any combination equivalent to graduation from high school and one year custodial experience.

Only Applicants Selected for an Interview will be Contacted

Application Procedure:

A letter of interest, a classified employment application (<http://www.ausdk12.org/district/hr/applications/classifiedApplication.pdf>), resume, and three current letters of recommendation should be submitted to Albany USD, Attn: Human Resources - Marina Gonzalez, 1051 Monroe St., Albany, CA 94706

Albany School District is an equal opportunity employer. The Board prohibits any district employee from harassing or discriminating against any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Posting Dates: