

Point Arena Schools



Point Arena Joint Union High School District
Arena Union Elementary School District
P.O. Box 87, Point Arena CA 95468
(707)882-2803 * Fax (707)882-2848

Brent Cushenbery, Superintendent
Catherine Chin, Fiscal Resources – Eloisa Oropeza, Human Resources

ANNOUNCEMENT OF POSITION VACANCY October 19, 2016 INTERNAL POSTING

Open In-House: October 19, 2016

Close In-House: October 27, 2016

CLASS TITLE:	CUSTODIAN
DAILY, WEEKLY & ANNUAL HOURS:	8.0 hours per day, 40 hours per week, 2,088 hours per year, 261 days a year, Monday – Friday.
WORK SITE:	Point Arena High School
WORK STATION:	M&O
STARTING AND ENDING TIMES:	Monday – Friday – 11:30 AM – 8:00 PM
STEPS OF THE SALARY RANGE:	Step 3, \$13.84 – Step 5, \$14.68

APPLICATION DEADLINE

Qualified Point Arena Schools classified employees: October 27, 2016

If no one applies then the posting will be open to others on: October 28, 2016

BENEFITS

Full health, vision, and dental insurance premiums are provided for employee and their family and paid for at the capped amount by the district. Employee will be a member of the Public Employee Retirement System (PERS).

BASIC FUNCTION:

Under the direction of the Operations and Maintenance Director. Clean classrooms, offices and other facilities of the Point Arena School District, during an assigned shift. Perform minor repairs as assigned, and assure buildings are locked and secure.

REPRESENTATIVE DUTIES:

Clean classrooms, offices and other facilities of the Point Arena School District. Sweep, scrub, mop, wax and polish floors and vacuum carpets in all areas as assigned.

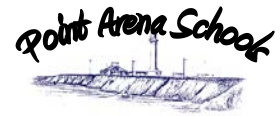
Lock gates, doors and windows; turn off lights when rooms are not in use; monitor facilities for fire hazards and report to appropriate personnel as required.

Dust and polish furniture, light fixtures and woodwork, clean whiteboards empty pencil sharpeners.

Empty and clean waste receptacles; refill dispensers.

Clean, scrub and disinfect student and staff restrooms; wash windows and walls; polish metal work, clean sinks, mirrors and other bathroom fixtures; restock paper supplies and soap in assigned cleaning areas; clean drinking fountains.

Adjust and arrange furniture and equipment; set up school facilities for special events and meetings.



Operate a variety of equipment including a floor stripper, buffer, carpet shampooer and vacuum cleaner.

Drive electric cart for transporting equipment and supplies.

Pick up paper and other debris from grounds and buildings.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Cleaning methods and the preferred methods of cleaning and preserving floors, walls and fixtures and surrounding areas as per manufacturer's recommendations.

Cleaning materials, disinfectants and equipment used in custodial work.

Safety practices and work methods.

District Policies and objectives related to cleaning.

Proper lifting techniques.

ABILITY TO:

Learn District requirements of cleaning school buildings and facilities.

Learn the schedules, procedures and use of custodial tools and supplies.

Use common cleaning equipment and materials in a safe and efficient manner.

Operate a variety of equipment including a floor stripper, buffer, carpet & shampooer and vacuum cleaner.

Meet schedules and time lines.

Understand and follow oral and written directions, including Safety data sheets (MSD).

Work cooperatively with others.

Complete minor repairs as needed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school.

Comply with all applicable Federal and State mandates, Board Policies and Legal requirements of the District.

LICENSES AND OTHER REQUIREMENTS:

Preference may be given to individuals having or willing to be trained for a valid California School Bus Driver's license.

WORKING CONDITIONS:

ENVIRONMENT

Indoor and outdoor work environment

PHYSICAL DEMANDS:

Climbing ladders to clean.

Lifting and carrying heavy objects per California State Standards.

Dexterity of hands and fingers to operate small hand and power tools.

Seeing to inspect and read work orders.

Pushing and pulling to clean.

Exposure to cleaning chemicals.

Working at heights.

APPLICATION PROCESS

Any qualified employee may apply for the vacant position by submitting a written letter of intent which describes your education, training and experiences. Additional information that may support your candidacy is not required, but is strongly suggested (i.e. recent letters of reference, resume, etc.).

Complete application packet should be sent to: Point Arena Schools District Office, attention Eloisa Oropeza, H. R. Analyst