

EAST WHITTIER CITY SCHOOL DISTRICT
Personnel Office
14535 E. Whittier Boulevard
Whittier, California 90605
(562) 907-5900

JOB OPPORTUNITY

PLEASE POST

CUSTODIAN I
Ceres Elementary School

Deadline to apply	Wednesday, February 16, 2011 4:00 p.m.
Salary Range	Range 16: \$2663 – \$3361 (Salary Schedule A) Hourly Average: \$15.36 - \$19.39 (Paid on a monthly basis)
Number of Openings	One opening – 12 months – 40 hours per week
Definition	Under supervision, maintain an assigned facility, group of buildings, or office space in a clean, orderly and secure manner following a predetermined schedule; and do other related work as required.
Examples of Duties	Sweep, mop, strip, wax and seal floors; vacuum rugs and carpets; dust, wash and polish furniture and woodwork; empty and clean waste receptacles, including trash barrels; clean restrooms, locker rooms and showers; wash windows and walls; polish metalwork; clean chalkboards; move and arrange furniture and equipment in preparing multi-purpose rooms or classrooms for special events or meetings; replace light bulbs and lighting tubes; replace furnace filters; clean window coverings, such as drapes and blinds; pick up paper and other debris from school grounds, walk areas and areas adjacent to the facilities; sweep concrete surfaces adjacent to the building; perform emergency cleanup service resulting from breakage, vandalism, spilling and illness; may raise and lower flags and lock and unlock gates and doors; may set security systems; may perform minor maintenance tasks in keeping assigned areas safe and operational; may occasionally perform routine ground maintenance functions; assist in reporting and preventing facility vandalism.
Qualifications	<u>Knowledge of:</u> Basic cleaning methods, procedures and techniques. Cleaning materials, supplies and equipment. Safe working methods and procedures.

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Qualifications Cont.	<p><u>Ability to:</u> Perform moderately heavy manual activities. Efficiently and effectively use cleaning materials, supplies and equipment. Understand and carry out oral and written directions. Establish and maintain cooperative working relationships. Use new equipment and technology as it becomes required to perform this job.</p>
Experience	Six months of experience involved with the care and cleaning of buildings and facilities.
Education	Equivalent to the completion of the twelfth grade.
License	Possession of a valid California Motor Vehicle Operator's Requirement License.
Desirable	Bilingual Spanish/English
Condition of Employment	DMV printout required. Insurability by the District's liability insurance carrier.
Application Procedure	<p>Application must be obtained from and submitted by the deadline to: Personnel Department, EWCSO office, 14535 E. Whittier Blvd., Whittier, CA 90605. Interested EWCSO employees are to complete a position interest form and submit by the deadline to the district personnel department. It is also recommended that an application and resume be submitted with the most current information.</p>
Selection Procedure	<p>Selection process may consist of any or all of the following: Training and experience evaluation, written examination, performance test, technical oral interview, general qualifications appraisal interview and physical examination. Applications are reviewed to select an interview group of those candidates who appear to possess the most extensive and relevant experience or abilities for the position. Not every candidate who meets the minimum qualifications is interviewed. It is, therefore, important that the application be thorough, detailed and clear.</p>
Employment	<p>Any person employed will be required to attest that he/she Eligibility is a citizen or national of the United States or an alien lawfully authorized to work. We are obligated by law under the Immigration Reform and Control Act of 1986 to verify your employment eligibility with the completion of Form I-9.</p>
Verification	

AN EQUAL OPPORTUNITY EMPLOYER

10/24/07