

# OPEN & PROMOTIONAL

February 9, 2012

**The La Habra City School District Personnel Commission announces the establishment of an eligibility list for the following position.**

## **SUBSTITUTE (EVENING) CUSTODIAN**

\$17.40/per hour

(plus 5% shift differential for Evening assignments beginning after 2:00 p.m.)

### **Definition**

Under supervision of Site Principal (and Director of Maintenance, Operations & Facilities during school recesses), this position will work primarily at night, keeping an assigned area of buildings and grounds in a clean, sanitary, and safe condition.

### **Typical Tasks**

- Perform a variety of custodial tasks to prepare facility for pupils and staff, and special custodial work upon request of a supervisor or director.
- Perform routine, repetitive tasks in the cleaning and care of buildings, grounds and furniture. Sweep, vacuum, scrub, mop, clean sinks, wax floors, disinfect rooms, dust, wash walls, move furniture, empty waste baskets and trash containers.
- Responsible for securing facility, setting alarms; close, check, and secure school for staff.
- Clean assigned areas on a routine basis, and additional areas when requested or needed.
- Maintain restrooms, cleaning, sanitizing, refill all dispensers, unplug stopped toilets, sinks or fountains as needed.
- Report to office when and where repairs are needed.
- May assist in setting up for various special events, including set up of chairs and tables for meetings and other activities.
- Operate various industrial cleaning machinery; including vacuums, floor polisher/buffer; and may perform minor repairs to furniture.
- May be asked to substitute for Day Custodian in his/her absence.
- Perform other related duties as assigned.

### **Minimum Qualifications**

**Education:** Completion of high school or General Education Diploma (GED).

**Experience:** Six months of custodial or other housekeeping experience preferred.

**Knowledge of:** Safe work practices, basic cleaning methods, supplies and tools used in custodial work.

### **Ability to:**

- Follow oral and written instructions; and understand and maintain a work schedule.
- Read warning labels, safety precautions and instructions on cleaning supplies and machinery.
- Perform repetitive tasks and heavy manual labor, and lift up to 50 lbs. without assistance.
- Use required equipment skillfully and safely; lift heavy trash containers or boxes of supplies and materials.
- Establish and maintain cooperative relations with others.
- Make minor non-technical repairs as needed.

**License:** Must have a valid California Drivers License and be insurable.

**PHYSICAL REQUIREMENTS**

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions in this custodial classification. These physical standards are generic in nature and tasks may vary dependent on school site or specialized department assignment.

**Work Environment:**

In this position, the employees work in an outside environment and are exposed to seasonal heat and cold and/or adverse weather conditions. There is also moderate exposure to cleaning agents, chemicals, fumes, dust, odors, vibration and moving mechanical equipment. Employees are generally assigned to one site; they may also be shared between two work sites requiring driving between work locations. The noise level in this work environment is usually moderate. Employees may work near and around children.

**Physical Demands:**

The physical demands of this position include constant walking on varied surfaces and/or standing for extended periods. Ability to lift, pull or otherwise move objects up to 50 pounds without assistance. There is also constant carrying, lifting, pushing and pulling of moderately heavy objects up to a maximum of 75 pounds. Employees in this position occasionally climb ladders and work from heights as needed to change light bulbs, clean LCD projectors, etc. Bending at the waist and neck, occasional kneeling and/or stooping and balancing is also required, as is overhead reaching, reaching below the waist, above the shoulders and horizontally. While performing the duties of this job, the employee is regularly required to use hands and fingers, and arms to handle or feel objects, tools, or controls and operate general cleaning equipment. Hearing and speaking to exchange information is also necessary as is specific vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to perform custodial work.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

**Candidate must pass pre-employment physical prior to the first day of employment.**

**LA HABRA CITY SCHOOL DISTRICT**

February 9, 2012

To: All Substitute (Evening) Custodian Applicants  
From: Carol Argomaniz/Classified Personnel  
Re: Testing Information - Application Deadline

**APPLICATION DEADLINE:**

**Friday, February 24, 2012, at 4:00 p.m.**

There will be a written test for all candidates given at the District Office,  
500 N. Walnut Street, La Habra on:

**Wednesday, March 7, 2012, at 2:00 p.m.**

All candidates who pass the written test will then be called for a panel interview. This is also part of the testing procedure to establish an eligibility list for this position. The date for this is:

**Tuesday, March 13, 2012 (By appointment)**

Current, permanent employees of the La Habra City School District will earn 1/4 point for every year of permanent service to the District, not to exceed 5 points. (Personnel Commission Rules.)

At the time of this announcement we are establishing a list for substitute positions in our District.

If you have any questions, please call me at 562/690-2321.

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