



**LAKE TAHOE UNIFIED SCHOOL DISTRICT  
CLASSIFIED EMPLOYMENT OPPORTUNITY  
September 20, 2019**

**POSITION: CUSTODIAN – GRAVEYARD**

South Tahoe High School

**SCHOOL YEAR: 2019-2020**

**HOURLY RATE: Range 11: \$16.98/hr - \$21.69/hr (Current Employees ONLY)**

(Base hourly rate not including longevity)

Eligible for 2.5% graveyard differential

**Range 11: \$16.98/hr - \$18.73/hr (New Hires ONLY)**

Eligible for 2.5% graveyard differential

**HOURS: 8.0 hrs. per day, Sunday through Thursday**

**DUTY DAYS: 260 days per year**

**BASIC FUNCTION:** Under the direction of the assigned supervisor: clean classrooms, offices, kitchens, and other facilities of the school during assigned shift; perform minor repair and maintenance and assure security of school during assigned hours.

**REPRESENTATIVE DUTIES:**

- Clean classrooms, offices, kitchens and other facilities; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices, workshops, cafeterias, kitchens and other work areas; remove gum and candy from floors; spot clean and shampoo carpets.
- Assure security of school during assigned hours; lock gates, doors and windows; turn off lights when room is not in use; monitor facilities for fire hazards and report to appropriate personnel as required.
- Remove snow and ice from walking areas by use of snow blowers and shovels.
- Dust and polish furniture, light fixtures and woodwork; clean dry erase boards, trays and erasers; empty pencil sharpeners.
- Empty and clean the 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 as necessary; clean drinking fountains.
- Adjust and arrange furniture and equipment; set up school facilities for special events and meetings.
- Remove graffiti using appropriate solution or painting over words and designs.
- Operate and maintain a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, and small power and hand tools; replace belts and bags on vacuum cleaners as necessary.
- Lock and unlock doors and gates; report safety and sanitary hazards as appropriate.

- Pick up paper and other debris from grounds and buildings.
- Participate in thorough cleaning and restoration of school, during school vacations.
- Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

- Modern cleaning methods including basic methods of cleaning and preserving floors, carpets, furniture, walls, fixtures and kitchens and other facilities.
- Cleaning materials, disinfectants and equipment used in custodial work.
- Safety practices and work methods.
- Policies and objectives of assigned program and activities.
- Proper lifting techniques.
- Basic maintenance methods and equipment.
- Basic record-keeping techniques.

#### **ABILITY TO:**

- Learn requirements of maintaining school buildings and facilities in a safe, clean and orderly condition.
- 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 custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, and small power and hand tools.
- Perform minor repairs as assigned.
- Observe and report needed maintenance and repair.
- Meet schedules and time lines.
- Understand and follow oral and written directions.
- Work cooperatively with others.

### **EDUCATION AND EXPERIENCE:**

- Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

- Indoor and outdoor environment.
- Regular exposure to fumes, dust and odors.

#### **PHYSICAL ABILITIES:**

- Standing for extended periods of time.
- Bending at the waist.
- Pushing and pulling cleaning equipment.
- Lifting and moving furniture weighing over 50 pounds.
- Climbing ladders.
- Reaching overhead, above the shoulders and horizontally to replace lights in high places.
- Removing snow and ice from walkways using shovels.

**HAZARDS:**

- Exposure to dust and chemicals

**EDUCATION & EXPERIENCE:** Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

**APPLICATION PROCEDURE (CURRENT EMPLOYEES ONLY):**

Please submit an application packet to Dana Lincoln/HR Department to include:

**EDJOIN CLASSIFIED APPLICATION – [www.edjoin.org](http://www.edjoin.org)**

**LETTER OF INTEREST** elaborating on training, goals, and relevant experience. Please include detailed information regarding your technology experience and skills related to the requirements listed above.

*\*A hard copy of the In-District application is available at the Education Center.*

**APPLICATION PROCEDURE (CANDIDATES NOT CURRENTLY EMPLOYED BY LAKE TAHOE UNIFIED SCHOOL DISTRICT IN A PERMANENT POSITION):**

Please submit an application packet to Dana Lincoln/HR Department to include:

**EDJOIN CLASSIFIED APPLICATION – [www.edjoin.org](http://www.edjoin.org)**

**LETTER OF INTEREST** elaborating on training, goals, and relevant experience. Please include detailed information regarding your technology experience and skills related to the requirements listed above.

**RESUME**

**MINIMUM OF 3 LETTERS OF RECOMMENDATION**

**PLEASE SCAN AND UPLOAD LETTERS THAT ARE SIGNED AND DATED! LETTERS THAT ARE NOT SIGNED OR DATED WILL NOT BE CONSIDERED AND MAY RESULT IN AN INCOMPLETE APPLICATION PACKET.**

Questions regarding this position may be directed to: Dana Lincoln HR Department at [dlincoln@ltusd.org](mailto:dlincoln@ltusd.org)

**DEADLINE FOR APPLICATION: Position Closes on September 26, 2019 at 5:00 pm**

***Lake Tahoe Unified School District is an Equal Opportunity/Affirmative Action/ADA Employer***