

Foresthill Union School District

JOB DESCRIPTION Custodial/Maintenance I (CMI)

Purpose:

Under the Supervision of the Maintenance & Operations Lead, keep areas of buildings and grounds in a clean, sanitary and safe condition.

Essential Job Functions and Responsibilities:

- Clean and sanitize classroom surfaces, including whiteboards, countertops, desks, tables, file cabinets, windows and ledges, baseboards, bookcases, telephones and chairs
- Vacuum and/or mop floors and empty waste cans and clean
- Clean and sanitize facility doors, drinking fountains, handrails, outside mats, steps and stairs, windows, foyers and alcoves, walls
- Clean and sanitize bathrooms including sinks, mirrors, toilets, floors, refill paper towel, toilet paper, soap and feminine products dispensers

During school vacations or at other times:

- Strip and seal floors.
- Move and arrange classrooms (furniture, books, supplies and equipment)
- Deep clean, including walls, windows, light fixtures and blinds
- Assist in other cleaning, moving and maintenance projects

Some maintenance tasks that a CMI may be assigned are:

- minor painting
- grounds keeping
- equipment maintenance
- changing light bulbs
- changing HVAC filters
- minor plumbing repairs
- other minor maintenance tasks as assigned

Employees may be called in during off hours and weekends for the purpose of emergency snow and ice removal. When emergency snow and ice removal is deemed necessary by the Maintenance & Operations Lead, it will be mandatory that the employee report to the job site as directed.

Employment Eligibility:

Successful candidates must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Experience:

Previous employment experience is preferred.

Knowledge, Skills, and Abilities:

- Perform moderately heavy physical labor
- Understand and follow a written work schedule and checklists
- Understand and carry out oral and written directions
- Maintain cooperative working relationships with students, co-workers and others contacted in the course of work
- Work at heights on scaffolds, platforms and ladders

Certificates & Licenses:

- CPR/First Aid certification within 30 days of employment

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Physical Requirements Including but not limited to:

- Lifting, carrying, pushing and/or pulling up to 50 lbs. without assistance
- Climbing, balancing, stooping, kneeling, crouching
- Manual dexterity

The above lists of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

Evaluation:

- Observation, general supervision and formal evaluation by Superintendent or designee annually
- Probationary employees shall be evaluated at least once during their probationary period, and shall be advised in writing during their eleventh month of employment whether or not they will be recommended for continued service, pending a satisfactory evaluation. (Article 3.1.3 of CSEA agreement)

Work Environment: Work is performed in an office or school environment and involves contact with staff, students, and remote service providers.

FLSA Status: Non-exempt

Employee Group: Classified

Contract Days: 260 days

Salary Grade: Classified Salary Schedule, Range 5

Supervisor: Maintenance & Operations Lead

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Board Approved: 08/08/2023