



**TITLE:** Operations Pool, Class 1-3

**POSITION INVENTORY:** B21

**DEPARTMENT:** Custodial Services

**STATUS:** Non-Exempt

**REPORTS TO:** Operations Chief, Custodial Specialist;  
Building Administrator

**FT/PT:** 8 hrs/260 days

**BASIC FUNCTIONS:** Perform custodial work in assigned buildings. Responsibilities may include sweeping and mopping floors; emptying garbage; cleaning classrooms, restrooms and hallways, and securing the building. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the operations department.

**ESSENTIAL FUNCTIONS:**

1. Sweep, dust, arrange furniture, empty wastebaskets, and pencil sharpeners.
2. Clean chalkboards/whiteboards and erasers.
3. Wash walls, woodwork and windows.
4. Wax and polish floors.
5. Perform all cleaning tasks to properly maintain clean and neat facilities.
6. Adhere to all district policies and department rules.
7. Attend work on a prompt and regular basis.
8. Maintain confidentiality.
9. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
10. Perform all other duties as assigned.

**HIRING SPECIFICATIONS:**

Required:

1. High School Diploma, HiSET or GED
2. Knowledge of good housecleaning practices and procedures
3. Effective communication skills
4. Working knowledge and proficient in the use of a computer
5. Ability to use good judgment
6. Flexibility to work various hours
7. Ability to promote spirit of cooperation with others
8. Competency working in a culturally diverse environment

Desired:

1. Obtain a 2<sup>nd</sup> Class Fireman's License within one year of employment
2. Obtain a 1<sup>st</sup> Class Fireman's License within two years of employment

**PHYSICAL DEMANDS:**

|    |                                     | <b>NEVER<br/>0%</b> | <b>OCCASIONAL<br/>1-32%</b> | <b>FREQUENT<br/>33-66%</b> | <b>CONSTANT<br/>67%+</b> |
|----|-------------------------------------|---------------------|-----------------------------|----------------------------|--------------------------|
| A. | Standing                            |                     |                             |                            | X                        |
| B. | Walking                             |                     |                             |                            | X                        |
| C. | Sitting                             | X                   |                             |                            |                          |
| D. | Bending/Stooping                    |                     |                             | X                          |                          |
| E. | Reaching/Pushing/Pulling            |                     |                             | X                          |                          |
| F. | Climbing                            |                     | X                           |                            |                          |
| G. | Driving                             | X                   |                             |                            |                          |
| H. | Lifting 50# Max                     |                     | X                           |                            |                          |
| I. | Carrying 10 Ft.                     |                     | X                           |                            |                          |
| J. | Manual Dexterity Tasks              |                     |                             |                            |                          |
|    | Telephone                           |                     | X                           |                            |                          |
|    | Computer                            |                     | X                           |                            |                          |
|    | Other                               |                     |                             | X                          |                          |
| K. | Working Conditions                  |                     |                             |                            |                          |
|    | Inside                              |                     |                             | X                          |                          |
|    | Outside                             |                     |                             | X                          |                          |
|    | Extremes of<br>Temperature/humidity |                     |                             | X                          |                          |

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



\*Human Resources Generalist

Date: 10/13/2016

\*This job description is not approved without the signature of a Human Resources Representative