

MINIMUM QUALIFICATIONS:

- ◆ Graduation from high school or equivalent preferred; *and*
- ◆ Six months work experience in a related field; *or*
- ◆ Any combination of education and experience which provides the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Knowledge of methods and practices used in cleaning floors, walls, windows, fixtures, and furnishings.
- ◆ Knowledge of safe and appropriate use of cleaning materials, chemicals, disinfectants, and custodial equipment such as floor buffers, vacuum cleaners, etc..
- ◆ Ability to perform heavy manual labor, including moving furniture and custodial equipment, and lifting objects weighing up to 50 pounds, such as garbage and recycling containers, furniture, and custodial supplies and equipment.
- ◆ Vision abilities required include close vision, distance vision, color and peripheral vision, depth perception, and the ability to adjust focus.
- ◆ Ability to learn and apply the approved methods of cleaning and caring for buildings, fixtures, and equipment; learn to operate cleaning equipment, such as floor care machines.
- ◆ Ability to use and maintain custodial equipment and tools; use hand tools as necessary.
- ◆ Ability to perform tasks which require manual dexterity, such as repairing and cleaning equipment; perform tasks which require coordination and balance, such as changing air fresheners while standing on a ladder.
- ◆ Ability to identify areas in need of cleaning and perform cleaning as appropriate.
- ◆ Ability to read, understand and apply written instructions, including work procedures, product labels, material safety data sheets, and equipment instruction manuals.
- ◆ Ability to understand and follow verbal instructions.
- ◆ Ability to maintain simple records, such as logs and timecards.
- ◆ Ability to follow safety procedures and identify and report safety hazards.
- ◆ Must be detail oriented; ability to work independently with minimum supervision and to organize workload to meet schedules and deadlines in a timely manner.
- ◆ Ability to deal effectively with stress caused by workload, interruptions, and deadlines.

- ◆ Ability to establish and maintain effective working relationships with faculty, supervisors, co-workers and the general public.
- ◆ Performs routine, repetitive work to completion.
- ◆ Willingness to work a flexible schedule, including early mornings, evenings, weekends, or holidays.

WORKING CONDITIONS:

- ◆ This position will work in variety of environments in a school setting. Full-time employees will work a standard 40-hour week and the hours may vary according to schedules established. 30 minutes are allotted for lunch or dinner for full-time employees only.
- ◆ Part-time employees will work only hours scheduled. Lunch or dinner schedules are not part of their scheduled hours.
- ◆ The employee may interact with many types of personalities and other individuals who may be angry, difficult or indifferent. These factors may contribute to a stressful environment.
- ◆ Full-time employees are eligible for paid Federal, State, and District approved holidays during the 12-month working period; part-time employees are not eligible for paid holidays.
- ◆ Full-time positions may be required to possess and maintain a valid Arizona driver's license and a safe driving record. Proof of a valid driver's license and personal insurance must be provided to the Human Resources Department at the time of hire.
- ◆ This position may require lifting materials or equipment up to 50 pounds. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals, and the risk of electrical shock. The noise level in the work environment is usually moderate to high.
- ◆ Applicable Arizona Statutes pursuant to Title 15 (Education), Title 13 (Criminal), and Title 38 (Public Officers and Employees) prevail. Proof of immunization (*if born on or after January 1, 1957*) and fingerprinting shall be required of all employees.

I FULLY UNDERSTAND THE JOB DUTIES AND RESPONSIBILITIES THAT ARE OUTLINED ABOVE AND THAT HAVE BEEN DISCUSSED WITH ME BY MY SUPERVISOR.

Employee's Signature

Date

Supervisor's Signature

Date