

**NOTICE OF OPENING
IN-HOUSE
CUSTODIAN/BUS DRIVER**

APPLICATION DEADLINE: June 17, 2009, 3:00 P.M.

ASSIGNMENT:

<i>Title and Classification:</i>	<i>Custodian</i>
Department:	Custodial
Terms of Employment:	12 months
Supervisor:	Supervisor of Custodian
Salary Range:	Range 11
Hours per day	8 hours per day

GENERAL DESCRIPTION:

Under general supervision of the Supervisor of Custodial Services, performs custodian duties in all areas assigned. To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

DUTIES AND AREAS OF RESPONSIBILITY:

- May sweep, scrub, wax and polish linoleum, tile and wood floors; vacuum rugs and carpets; clean and dust walls, furniture, woodwork, blackboard and other equipment.
- Clean and polish metal work such as door panels and hand railings.
- Empty and clean waste containers.
- Cleans equipment used in the instructional program.
- Move and rearrange chairs, tables, desks and other equipment.
- May set up, open and close classrooms and other school facilities for various community activities and services.
- Reports needed repairs to Supervisor of Custodial Services.
- Inspects buildings for fire, sanitary and safety hazards and reports findings to Supervisor of Custodial Services for correction.
- Perform minor repairs and adjustments to building fixtures and equipment.
- May perform special custodial work upon request of teachers and administration personnel.

- Does thorough cleaning of facilities as instructed.
- Keeps building and premises, including some sidewalks, neat and clean at all times.
- Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season to ensure economical usage of fuel, water, and electricity.
- Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
- Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
- Cleans all chalkboards at least during summer/holidays.
- Reports major repairs needed promptly to the Supervisor of Custodial Services.
- Reports immediately to the supervisor of custodial services/principal any damage to school property.
- Assumes responsibility for the closing of the buildings each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
- Keeps an inventory of supplies, equipment, on hand, and requisitions such needed replacements from the supervisor of custodial services far enough in advance so that they may be delivered in such time as will not hinder the custodian's work.
- Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
- Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
- Learn and follow the District's operations, policies and procedures as they relate to assigned duties.
- Performs related duties as required.
- Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

1. Seldom = Less than 25 percent

3. Often = 51-75 percent

2. Occasional = 25-50 percent

4. Very Frequent = 76 percent and above

 1 a. Ability to work at a desk, conference table or in meetings of various configurations.

 4 b. Ability to stand for extended periods of time.

 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.

 4 d. Ability to hear and understand speech at normal levels.

 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.

 4 f. Ability to bend and twist, stoop and kneel, crawl, push, and pull.

 2 g. Ability to lift 50 lbs.

- 2 h. Ability to carry 50 lbs.
- 4 i. Ability to reach in all directions.
- 2 j. Ability to work at heights.
- 2 k. Ability to ascend and descend ladder.
- 3 l. Ability to work in the elements (extreme temperatures).

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

DESIRABLE QUALIFICATIONS:

Ability To: Have knowledge of modern cleaning methods and the use and care of cleaning materials and equipment; knowledge of requirements for maintain school buildings and grounds in a safe, clean and orderly condition. Must have the ability to use cleaning materials and equipment with skill, safety and efficiency, perform moderate to heavy physical labor; understand and carry out oral and written instructions; establish and maintain cooperative relationships with those contacted in the performance of duties.

Education: *High School Diploma or G.E.D.
*First Aid and CPR Certification Preferred

Health: Must pass a physical examination prior to actual employment to insure ability to perform assigned tasks and substantiate that employee is free from any communicable disease.

Required: *Possess a valid California Drivers License
*Finger Printing
*TB Test
*Must pass District proficiency test
*Pre-Employment Physical
*Drug Test
*Mandatory Agency Shop

EVALUATION:

Performance in this job will be evaluated in accordance with provisions of the CSEA Contract and Board policy on evaluation of support service personnel.

ACCOMMODATION:

Yosemite Unified School District is an “Equal Opportunity Employer” and does not discriminate on the basis of race, color, national origin, sex, or handicap. Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.

ASSIGNMENT:

<i>Title and Classification:</i>	<i>Bus Driver</i>
Department:	Transportation
Terms of Employment:	12 months
Supervisor:	Transportation Supervisor
Salary Range:	Range 12
Hours per day	Substitute/As Needed

GENERAL DESCRIPTION:

Under general supervision, operates Type I and Type II school buses in transporting students home to school, and school to home, over designated routes, and to special events and activities.

DUTIES AND AREAS OF RESPONSIBILITY:

- Performs approved pre-trip and post-trip inspections of busses.
- Keeps windows, mirror, and floors of bus clean.
- Safely and efficiently operates school busses with or without passengers on board.
- Transports students, chaperones, instructors and/or coaches on special trips to various locations, arriving and departing on schedule.
- Maintains good order among the students and passengers on the bus and while waiting at the bus stops.
- Understands and obeys all legal and safety procedures related to the operation of school busses.
- May install snow chains.
- May render first aid or emergency assistance as necessary.
- Makes routine safety checks, reports problems or equipment malfunctions.
- Instruct students on proper bus evacuation.
- File reports when necessary.
- Maintains the training hours needed to hold a School Bus Certificate.
- Learn and follow the District’s operations, policies and procedures as they relate to assigned duties.
- Performs related duties as required.

Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements. Place the applicable number from the chart below that best indicates what percentage of time is spent on each of the following essential physical requirements. The categories refer to the overall requirements on an annual basis.

- | | |
|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent |
| 2. Occasional = 25-50 percent | 4. Very Frequent = 76 percent and above |

3 a. Ability to work at a desk, conference table or in meetings of various configurations.

- 2 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, stoop and kneel, crawl, push, and pull.
- 2 g. Ability to lift 75 lbs.
- 2 h. Ability to carry 50 lbs.
- 4 i. Ability to reach in all directions.
- 2 j. Ability to work at heights.
- 2 k. Ability to ascend and descend ladder.
- 3 l. Ability to work in the elements (extreme temperatures).

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

DESIRABLE QUALIFICATIONS:

- Ability To: Operate and drive any district school bus and other automotive equipment in a safe and efficient manner; effectively shift automatic and 10-speed transmissions; understand oral and written instructions; work cooperatively with Transportation Supervisor, principal, other fellow employees, parents and the general public.
- Knowledge of: Passenger Transportation Safety Handbook 82.7 CHP; safe driving practices; provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in transporting school children.
- Education: *High School Diploma or G.E.D.
*First Aid and CPR Certification Preferred
- Health: Must pass a physical examination (DOT) prior to receiving a class A or B Drivers License.
- Required: *Possess a valid Class A or B California Drivers License
*School Bus Drivers Certificate

- *Pass requirements for DMV and Highway Patrol
- *Finger Printing
- *TB Test
- *Pre-Employment Physical
- *Drug Test
- *Mandatory Agency Shop

EVALUATION:

Performance in this job will be evaluated in accordance with provisions of the CSEA Contract and Board policy on evaluation of support service personnel.

ACCOMMODATION:

Yosemite Unified School District is an “Equal Opportunity Employer” and does not discriminate on the basis of race, color, national origin, sex, or handicap. Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.