



Bellflower Unified School District

Personnel Services • 16703 S. Clark Ave. • Bellflower CA 90706 • 562-866-9011 Ext. 2120 • www.busd.k12.ca.us

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PLEASE POST

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DATED POSTED: JULY 29, 2020

CUSTODIAN, LIMITED TERM ASSIGNMENTS (Substitute, hourly as needed)

SALARY: A minimum of \$18.46 per hour. The salary rate is based on the 2019-2020 salary schedule for classified unit members.

POSITION: Under the direction of an assigned supervisor, perform routine day or evening custodial activities at an assigned school site or other assigned District facility; perform minor maintenance and repair to equipment and systems; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition. Sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets. Clean classrooms, cafeterias, lounges, offices and other facilities as assigned; empty waste receptacles; remove gum, debris and graffiti as needed. Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows; unclog drains and toilets and repair flush valves and diaphragms. Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set alarms as appropriate. Perform a variety of general maintenance and repair to equipment, furniture and other systems; repair sprinkler lines and valves; replace ballasts, wall outlets and switches; light pilots, set thermostats and replace filters. Report safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs to appropriate authority; respond to emergency custodial requests as needed. Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned. Move and arrange furniture and equipment; prepare classrooms and multi-purpose rooms for special events or meetings; set-up and assemble chairs, tables and other furniture and equipment for special events and activities. Repair door locks, closures and hinges; replace door stops and striker plates as assigned. Perform minor grounds maintenance duties as assigned, and participate in the thorough cleaning and restoration of campus facilities during vacation periods.

QUALIFICATIONS: **Education/Experience:** Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities. **Knowledge/Ability:** Knowledge of proper methods, techniques, materials, tools and equipment used in modern custodial work; appropriate safety precautions and procedures. The ability to maintain District buildings and adjacent grounds in a clean, orderly and secure condition; maintain tools and equipment in clean working order; understand and carry out oral and written directions, and meet schedules and time lines. **Other:** A valid California driver's license and insurability by the district's carrier must be maintained at all times. Night positions work from 2:30 p.m. to 11.00 p.m. Monday through Friday and receive a night differential of 3.75% (not included in the salary listed above).

EXAMINATION: The examination process may include a written, performance and/or general fitness oral interview.

APPLICATION: District application may be obtained online at www.busd.k12.ca.us and at the above address between 8:00 a.m. and 4:30 p.m. Monday through Friday. Resumes will not be accepted in lieu of the required application. All offers of employment are conditional, based upon the successful completion of the following: Fingerprint/conviction clearance, physical examination including a drug screening by a District approved physician, and a test for tuberculosis.

CLOSING DATE: Applications will be accepted on a continuous basis.

TEST DATE: To be determined.

B2021/01

APPLICATION REQUIREMENTS: Employment applications will be received in the Personnel Commission office Monday through Friday, between 8:00 a.m. and 4:30 p.m. All applications for employment with the school district must be made on official district forms and must be complete and accurate. All information you provide will be subject to review and verification. The Personnel Commission reserves the right to limit the number of qualified candidates for this examination. Your application will only be accepted if clearly indicates that you meet the minimum qualifications for the position. The Personnel Commission shall assume no responsibility for late notices, delays, or non-delivery by the United States mail service.

EXAMINATION NOTIFICATION: Notification of examination time and place may be made through the United States mail service or email.

CONVICTION RECORD: If you have ever been convicted, fined, or placed on probation for any violation of the law, you will be required to make a full explanation including dates, places, charges, and disposition of all cases. Although the existence of a conviction records does not automatically disqualify you from employment, failure to disclose all information pertaining to your record will result in immediate termination.

TUBERCULOSIS TESTING: Prior to employment, you will be required to pass a tuberculosis examination at your expense.

PHYSICAL EXAMINATION AND DRUG TESTING: Depending upon the position, prior to employment you will be required to successfully pass a physical examination and a drug screening test at the district's expense. Official offer of employment is conditional based upon medical examination results.

MILITARY SERVICE CREDIT: For entry level positions only. In order to obtain credit you must provide proof of qualifying military service at time of application.

MEDICAL, DENTAL, AND VISION PLANS: The District currently provides medical coverage through Kaiser with a choice of two Delta Dental plans and a vision care plan through VSP. Regular employees working 50% or more have various contribution options including cash in lieu of benefits.

RETIREMENT: The district has combined retirement plans with the Public Employees Retirement System (PERS) and the Old Age Survivor and Health Disability Insurance (OASHDI). This is a joint employer-employee retirement plan.

VACATION: Vacation ranges from 12 to 20 days per year based on 12 months of full-time employment and based on the number of years of service to the district, unless the positions is designated as confidential in which case you receive 24 vacation days per year based on 12 months of full-time employment.

HOLIDAYS: The district provides 13 paid holidays per year based on 12 months of full-time employment.

OTHER LEAVES: The district has a variety of paid and unpaid leaves available such as bereavement, infant care, personal necessity, sick leave, maternity leave, and military leave.

ACCOMODATION: You are required to attach an explanation to your application for any accommodations you may need for examinations.

MERIT SYSTEMS: The Bellflower Unified School District is a merit system district (civil service). Therefore, all applicants will be judged solely on the basis of merit and fitness. Final selection will be made from the top three ranking candidates of an eligibility list established through the testing procedure unless otherwise noted such as with an unranked listing.

Notice of Non-Discrimination: Bellflower Unified School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religious creed, sex, sexual orientation, medical condition, marital status, military/veteran status, genetic information or association with a person or a group with one or more of these actual or perceived characteristics. Classified staff who have questions or concerns about the policy can contact the Business and Personnel Offices, at 562-866-9011, extension 2130.