

SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION: Substitute/Relief Facility Worker I

HOURLY RATE: \$16.60/hour

BASIC FUNCTIONS AND RESPONSIBILITIES: Substitute/Relief Facility Worker I is an on-call, temporary position. The Substitute/Relief worker cleans and maintains an assigned school facility, group of buildings, office spaces and adjacent grounds, belonging to the Santa Clara County Office of Education, in a clean, orderly, and secure manner. The Substitute/Relief worker receives direct to general supervision within a framework of standard policies and procedures and exercise responsibility for the general cleanliness of assigned location(s) and facilities.

ESSENTIAL/TYPICAL DUTIES:

Performs routine janitorial and custodian functions at assigned site

Cleans and sanitizes restrooms, locker rooms, showers, swimming pools, sinks, wash bowls, and urinals

Sweeps, scrubs, strips, mops, cleans, and apply finish to concrete, linoleum tile, and wood floors of rooms, hallways, stairs, and fire escapes

Vacuums and shampoos rugs and carpeted areas

Cleans ceilings, walls, window blinds and window coverings including drapes and blinds; washes windows

Clears and removes paper and other debris from school or facility grounds, entrances, stairwells, walkways, and adjacent landscaped areas as assigned

Dusts, washes, and polishes furniture and woodwork

Sweeps adjacent concrete and asphalt areas as assigned

Empties and cleans waste receptacles including trash barrels

Polishes metal work; cleans chalkboards, whiteboards and other writing surfaces

Refills paper/soap dispensers in restrooms and kitchen areas

Operates equipment such as vacuums, lawn mowers, floor cleaning and polishing machines, and scrubbers

May raise and lower flags; ensures security of assigned areas; locks and unlocks gated areas, doors, and activates/deactivates security systems as assigned

Performs emergency clean up service resulting from clogged drains, breakage, vandalism, spilling, and illness including bodily fluids

Sets up, moves, and arranges furniture and equipment for assemblies, meetings, or other special events upon request

Maintains assigned equipment and materials used in the course of work

Inventories cleaning supplies, materials, and equipment, making requests for needed supplies

Performs routine maintenance, non-technical and minor repairs such as replacing light bulbs and adjusting desks and tables

Notifies management concerning the need for major repairs or additions

Eliminates and/or reports safety, sanitary, and fire hazards to appropriate authority

Maintains routine records related to job functions assigned

Acts a part of the emergency response team in the event of electrical, water, or gas emergency

Perform other duties as required.

EMPLOYMENT STANDARDS

Possession of:

A valid and appropriate California Driver's License

A driving record that meets the insurance requirements of the County Office of Education

Knowledge of:

Modern cleaning methods, techniques, tools, and equipment

Proper materials and procedures used for cleaning purposes

Safe work practices related to equipment operation and chemicals used in janitorial and custodial work

Ability to:

Read at a level sufficient to successfully perform required duties

Understand and follow oral and written instructions

Safely use and apply custodial cleaning agents, equipment, and materials

Effectively maintain the security of assigned areas

Meets the physical requirements necessary to perform required duties in a safe and effective manner

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Understand and interpret Material Data Safety Sheets (MSDS)

TRAINING AND EXPERIENCE

Generally, any combination of training and/or experience that provides the required knowledge and abilities is considered qualifying. A typical method of demonstrating these qualifications would be one year of custodial work experience or completion of a custodial training program.

PHYSICAL DEMANDS: While performing the duties of this job, the Substitute/Relief worker is frequently required to stand; walk including walking on gravel or uneven surfaces; bend at the neck or waist, use hands to finger, handle, or feel; reach with hands and arms; and talk to hear. The Substitute/Relief worker is occasionally required to push, pull, squat, stoop, kneel, twist, crouch, or crawl. The Substitute/Relief worker must occasionally lift, carry, maneuver, and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the Substitute/Relief worker works in an indoor and outdoor environment. The Substitute/Relief worker is occasionally exposed to variances in temperature, dust, chemicals, blood borne pathogens, wet and/or humid conditions; moving mechanical parts, work on ladders, fumes, or airborne particles, toxic, or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

BARGAINING UNIT: Substitute Workers Unit

Approved:


Philip Gordillo, Executive Director, Human Resources

06/12/13
Date