



Centinela Valley Union High School District  
14901 Inglewood Avenue, Lawndale, CA 90260  
310-263-3751

**PLEASE POST**

**DEADLINE:  
OPEN UNTIL FILLED**

# CUSTODIAN (SUBSTITUTE)

Salary: \$18.71 - \$22.72 Hourly

## APPLICATION PROCEDURE:

The classified application must be submitted to the Personnel Commission Office. To complete an application please go to [cvuhsd.org/pc](http://cvuhsd.org/pc).

## SELECTION PROCEDURES:

This is a PROMOTIONAL and OPEN recruitment **to establish a list of substitutes**. Substitutes work on an as-needed basis to fill for absent employees. No effort will be made to maintain a rank order of the applicants (P.C. Rule 60.100.5)

The examination process will consist of a written and/or performance examination. Testing may occur on a weekly basis. Applicants will be notified of their application status via US mail or email.

### **JOB SUMMARY:**

The job of Custodian is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and campus events. Please see attached for a complete job description.

### **EDUCATION AND EXPERIENCE:**

**Experience** Any combination of education, training, and experience that demonstrates ability to perform the duties and responsibilities as described.

**Education** High school diploma or equivalent.

**Equivalency** Targeted job-related education with study in a job-related area.

## EQUAL OPPORTUNITY /AFFIRMATIVE ACTION EMPLOYER

The Centinela Valley Union High School District is committed to providing a safe school and working environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. For more information or to file a complaint, please contact Dr. Pamela Brown, Assistant Superintendent, Diversity, Equity & Inclusion Centinela Valley Union High School District, 14901 Inglewood Avenue, Lawndale, CA 90260. [brownp@centinela.k12.ca.us](mailto:brownp@centinela.k12.ca.us) (310) 263-3210

## PERSONNEL COMMISSION - CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT

Welcome to Centinela Valley Union High School District (CVUHSD). This is a summary related to our recruitment, selection and employment practices. The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions of this bulletin and the job description may be modified or revoked at any time without notice. For more information, please review the CVUHSD Personnel Commission Rules and Regulations.

### RECRUITMENT AND SELECTION:

**APPLICANT PROCEDURE:** Information you supply will be subject to review and verification. PLEASE PRINT LEGIBLY. All application material must be received on or before 3:00 p.m. on the posted deadline date. The Personnel Commission shall assume no responsibility for late notice, delays, or non-delivery due to mail or e-mail service. **POSTDATED APPLICATIONS ARE NOT ACCEPTABLE.** Resumes are NOT accepted in lieu of a completed District application. After your application has been reviewed and you appear to meet the employment qualification standards, you will be invited to participate in an examination process as described below. Your application will be accepted only if it is complete and you meet minimum requirements for the position.

**CONVICTION RECORD:** If you have EVER BEEN CONVICTED OF A MISDEMEANOR AND/OR FELONY OR BEEN CONVICTED OF ANY CRIME UNDER ANY NAME regardless of any subsequent court action or dismissal or expunging of records, you will be required to provide CONVICTION information regarding the type of conviction, the type of crime, date, place, circumstances, and results of all cases. Give a COMPLETE report of all offenses. A conviction will not automatically prevent you from being considered for hire, but not reporting the conviction is falsification of your application.

**EXAMINATION PROCESS:** This may consist of any of the following parts: 1. A supplemental evaluation of training and experience. The evaluation is individually and independently conducted by two members of a committee. 2. A written examination of technical knowledge, skills, and abilities. It may cover any subject matter appropriate to the duties of the position and/or subject matter required to meet specific federal and state proficiency. 3. An oral examination, or its equivalent, to assess and verify your qualifications, education, experience, training, and suitability for service. The oral examination will be conducted by an oral interview panel composed of subject matter experts. You must achieve a weighted passing score of 70%. Oral interviews are required by California Education Code to be **TAPE RECORDED.** 4. Other examination processes which the Personnel Commission Office determines to be related to the job may also be administered. The Director of Personnel Commission determines passing score and assigns relative percentage weight to each part of the examination.

Candidates must be on time to every examination, since we cannot admit anyone after their scheduled time. Attendance will be at the candidate's expense.

Once on the eligibility list, ensure that you return calls no later than 3:00 p.m. on the next business day after you receive a call for availability for certification from the Personnel Commission. Failure to call will result in your name not being included in a certification list and removal from the eligibility list. It is the candidate's responsibility to notify Personnel Commission of change of address/phone number for contact.

**NOTIFICATION OF EXAMINATION AND EXAM RESULTS:** Candidates are typically notified by email or U.S. Mail of the time and place of examinations. Examination results are sent out as soon as possible following grading and collection of scores. Examination scores are NOT given over the phone.

**PROTEST PROCEDURE:** A protest of any part of an examination must be in writing, and must be submitted within 24 hours, or received in the office of the Director-Personnel Commission no later than 24 hours from the day candidates' exam results are emailed/mailed. Any protest must include reason to support the protest.

**ELIGIBILITY LIST:** An eligible list of candidates will be based on the scores received on the examinations administered. Final selection of appointees will be made from the top **THREE RANKS** of certified eligibles on the list, along with others such as transfer eligibles, reinstatement eligibles, etc. Any one certified may be chosen to the vacant position, and the names of the persons not selected are returned to their respective eligibility list to be considered for the next vacancy. Lists typically remain in effect for one year, or until there are less than three ranks who are willing and available to accept appointment. Eligibility lists may be extended for up to one additional year.

**SENIORITY CREDIT:** In combination examinations, if there are not enough successful candidates (3 or more) to establish a promotional list, current District employees shall have seniority credit added to their final passing scores in the amount of 1/4 point for each year of District service not to exceed a total of 7 points. These points will be added prior to merging with the open list. Credit shall be granted for time spent in regular status in the classified service and on paid leave from the classified service. A full year's credit shall be granted to employees whose regular position is assigned on less than a calendar-year basis. Credits shall be calculated for units of not less than a half year.

**VETERANS PREFERENCE:** Veterans' preference points shall be added to passing scores in examinations for entry level classes in the amount prescribed by Section E.C. 45296 -- veteran 5 points, disabled veteran 10 points. In order to obtain credit, the applicant shall furnish the Personnel Director the original, certified, or photographic copy of their honorable discharge or certificate of honorable active military service or other acceptable evidence of required military service prior to establishment of the eligibility list. No adjustment of rank on the list shall be made when such proof is presented thereafter.

**DISABILITY ACCOMMODATION:** By law, we are not permitted to ask if you have a protected disability. If you require special accommodations, it is your responsibility to submit written request from your medical professional at the time of application filing to the Personnel Commission staff so that accommodations may be arranged to meet your requested medical needs.

### EMPLOYMENT:

State law requires all of our employees to swear or affirm allegiance to the United States and the State of California, and to be finger-printed for the purpose of conducting a confidential background investigation and record check of criminal, military or civil convictions. The Personnel Commission staff may obtain confidential references from your former employer(s). CVUHSD is a drug, alcohol, smoke, harassment free and diversity-driven work environment.

**HEALTH EXAMINATIONS (E.c. Section 49406):** Every person being employed by the District is required to submit proof that he/she has undergone a test for tuberculosis and has been found free of active TB. The District may require that applicants for employment pass a qualifying health examination.

**RIGHT TO WORK:** ALL NEW EMPLOYEES MUST HAVE A PHOTO ID AND SOCIAL SECURITY CARD, or legal equivalent, at the time they are employed. Non-citizens may be employed if they have an authorizing Alien Registration Card, or can otherwise prove their right to work under federal law.

**OFFICIAL OFFERS OF EMPLOYMENT:** Official offers of employment are made by the Personnel Commission Office and are subject to satisfactory completion of ALL the pre-employment processing including physical, TB clearance, fingerprinting, Oath of Office, resolution of any appeals or protests, proof of eligibility to work in the United States and approval by the CVUHSD Board of Education.

**BENEFITS:** The CVUHSD offers a comprehensive benefits package including vacation, holiday, sick leave as well as medical dental and life insurance to eligible members. Please visit our website for more information [www.centinela.k12.ca.us](http://www.centinela.k12.ca.us)

**PROBATION PERIOD:** All classified employees serve a probationary period of six months in one class before attaining permanency. For positions designated as executive, administrative, or supervisory, the probationary period shall be one year of paid regular service in one classification.

CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT

**Custodian**

**Purpose Statement**

The job of Custodian is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and campus events.

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**Essential Functions**

- Attends unit meetings, in-service trainings and workshops, for the purpose of gathering information required to perform job functions.
- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gyms, locker rooms, restrooms, multipurpose rooms, grounds, etc.) for maintaining a sanitary, safe and attractive environment.
- Cleans, sanitizes, and replenishes classroom and restroom supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for distributing materials to the appropriate parties within site.
- Maintains the cleanliness of interior and exterior of buildings (walls, windows, window coverings, plumbing and lighting fixtures, etc.)
- Maintains the cleanliness of site facilities, (sweeps, mops, vacuums, sanitizes, etc.) for the purpose of maintain site facilities and grounds.
- May perform minor job related maintenance on buildings and equipment (e.g. replace light bulbs, outlet covers, plunging of plumbing fixtures, etc.) for keeping assigned areas safe and operational.
- Performs regular maintenance (e.g. strip/wax floors, moves furniture, etc.) for the purpose of completing and/or facilitating special projects.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkways, etc.) for ensuring facilities are operational and hazard free...
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, spills, breakage, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for minimizing property damage, equipment loss and/or potential liability.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for completing site custodial activities.
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**Other Functions**

- Performs various types of work as assigned for ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices and procedures; handling hazardous materials; inspecting buildings and/or grounds; inspecting equipment.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percent's, and/or ratios; be able to read English and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include methods of industrial cleaning; safety practices and procedures; job-related equipment.

**ABILITY** is required to schedule activities; use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with frequent interruptions; communicating with persons of diverse backgrounds; displaying mechanical aptitude; effectively use cleaning materials/supplies and able to carry out its written directions.

### **Responsibility**

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, twisting, some stooping, kneeling, crouching, and/or crawling; reaching (above shoulders and horizontally), perceiving the nature of sound, near and far vision, depth perception, providing oral information and significant fine finger dexterity. Generally, the job requires sitting, walking, and standing and must be able to lift up to 50 lbs. Incumbents should be able to hear, understand and speak English in order to exchange information, read labels and monitor measurement quantities. The job is performed both indoors and outdoors where significant health and safety considerations exist from physical labor and handling of sharp objects and equipment. Incumbents are subject to some temperature extremes (hot, cold, wet, humid, or windy). Incumbents may use and are also exposed to a variety of cleaning chemicals. This job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience** Any combination of education, training, and experience that demonstrates ability to perform the duties and responsibilities as described.

**Education** High school diploma or equivalent.

**Equivalency** Targeted job-related education with study in a job-related area.

**Required Testing**

Pre-Employment Proficiency Test

**Continuing Educ./Training**

**Certificates**

Valid California Driver's License

**Clearances**

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

Pre-Employment Physical Exam

Satisfactory completion of probationary period

DMV Clearance

CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT

SUPPLEMENTAL QUESTIONNAIRE

**CUSTODIAN**

1. This position requires a valid California Driver's License. Do you possess a valid California Driver's License?  YES  NO
2. Driver's License Number: \_\_\_\_\_
3. Driver's License Expiration Date: \_\_\_\_\_