

**ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY**

670 West Avenue L-8  
Lancaster, CA 93534  
(661) 945-3621

**VACANCY ANNOUNCEMENT**

**TITLE:** Custodian

**PRIMARY PURPOSE:**

Under supervision of the Operations Manager, keeps assigned building or office space clean and orderly and does other related duties as assigned.

**DESIRABLE QUALIFICATIONS:**

1. One year custodial experience desirable.
2. Knowledge of common cleaning methods and use of everyday tools of cleaning and minor maintenance work.
3. Completion of 12th grade or equivalent.
4. Ability to work cooperatively with people.
5. Ability to carry out verbal and written instructions.
6. Physical ability to do custodial work.

**SPECIAL WORKING CONDITIONS:**

Maintain emotional control under stress. Prolonged and irregular hours may be required. Work outside and inside with moderate exposure to extreme temperatures. Work extended periods of time standing. Must be able to lift heavy equipment, boxes, and materials up to 50 pounds.

**REPORTS TO:** Operations Manager

**WAGE/HOUR STATUS:** M-2: \$21.30 - \$25.89

**TERMS OF EMPLOYMENT:** 12 months

**MAJOR DUTIES AND REPONSIBILITIES:**

1. Sweep, scrub, mop, wash and oil floors in shop and office building.
2. Vacuum rugs and carpets.
3. Dust and polish furniture and woodwork.
4. Empty and clean waste receptacles in all buildings and yard.
5. Clean and maintain all restrooms.
6. Wash all windows and walls.
7. Maintain all custodial equipment and supplies.
8. Manage inventory of all custodian and restroom supplies.
9. Assist in moving and arranging furniture and equipment and setting up for special events or meetings.
10. Make minor repairs to facilities.
11. Maintain all lighting fixtures and bulb supplies.
12. Maintain cleanliness of all exterior lots and spaces.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Chief Executive Officer may assign additional duties when deemed appropriate.

*Any employee interested in being considered for this position shall notify the Agency in writing and must be received by Josie Delgado, Human Resources Administrator. **Position is posted UNTIL FILLED.***

*You will be required to submit an K4 with your application if you are currently not in the Antelope Valley Schools Transportation Agency's pull notice program.*

"AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER"