



Job Description Custodian

Job Type/Classification: Custodian, AFSCME

Compensation: Custodian column of Operations Salary Schedule

Reports to: Site Manager or designee

Position Summary:

Under general supervision, the Custodian cleans, operates, and maintains facilities in an efficient and safe manner to meet customer needs and support an enriching educational environment for our students, staff, and community. The Custodian applies best practices to complete assigned duties safely, on-time, with a customer service mindset, and in alignment with San José Unified standards and procedures.

Essential Duties and Responsibilities:

- Cleans, operates, and maintains facilities, including interior and exterior spaces, in an efficient and safe manner
- Performs inspections and custodial maintenance programs under general guidance
- Manages furniture and fixtures, including setup and takedown for various events
- Maintains inventory and equipment in an organized, clean, safe, and efficient manner
- Safely handles equipment, debris, and goods, regularly lifting and carrying heavy items
- Safely operates and maintains a variety of equipment and apparatuses
- Performs both daily and long-term care tasks, including but not limited to carpet cleaning, floor polishing, and basic repairs that can be completed with hand tools
- May assist with training and supporting others
- Maintains accurate records and completes appropriate reporting using San José Unified applications and technology
- Communicates effectively with customers and co-workers; proactively addresses needs and is responsive to requests
- Follows appropriate policies and procedures to ensure a clean, organized, and safe environment
- Assists in accomplishing campus, department, and San José Unified goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties as assigned

Qualifications:

Education and Experience:

- Completion of 12th grade or equivalent, or any combination of education, experience, and training which meets or exceeds the standards of knowledge, skills, and abilities listed below
- Prior relevant experience preferred
- Passage of San José Unified test

Licenses and/or Certifications:

- California driver's license may be required
- Man Lift Certification may be required

Knowledge, Skills and Abilities

- Strong organizational and time management skills with the ability to plan and work independently
- Safe and effective use and maintenance of San José Unified equipment; the ability to drive San José Unified vehicles may be required
- Knowledge of best practices in facility cleaning and maintenance
- Accurate and timely recordkeeping, using appropriate San José Unified processes and technology
- Ability to stand for extended periods of time, perform physical labor, and lift heavy items
- Ability to train others, as needed
- Ability to complete basic math calculations
- Ability to learn, interpret, and apply policies and procedures appropriately, including those established by Local, State, or Federal entities
- Ability to remain calm and apply good judgment in fast-paced or stressful environments
- Ability to communicate and build relationships in a culturally diverse environment
- Willing and able to learn new skills or improve ways of doing work

Terms of Employment:

- As outlined in the Collective Bargaining Agreement

Physical Demands and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; climb ladders and scaffolding; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl in confined spaces. The employee must regularly lift and move up to 60 pounds and occasionally lift and move up to 100 pounds as required by the position. Lifting and moving objects over 50 pounds must be done by mechanical device rather than by manual effort whenever this is practicable. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

The position may require working in an outdoor or indoor working environment, computer station work, working in seasonal heat or cold adverse weather conditions, exposure to fumes, dust, odors, oil, grease and gases and driving San José Unified vehicles of various types and sizes to conduct work. It may also require exposure to chemicals and hazardous materials, including asbestos, working around and with machinery having moving parts, working from heights and in confined work spaces.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the duties performed or that may be performed by this position.

San Jose Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, ethnicity, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, parental status, gender, gender identity, gender expression, sex, or sexual orientation in its employment practices.

Board Approved:



Job Description Lead Custodian

Job Type/Classification: Lead Custodian, AFSCME

Compensation: Lead Custodian column of Operations Salary Schedule

Reports to: Site Manager or designee

Position Summary:

With limited supervision, the Lead Custodian manages facility operations, including cleaning and maintenance, in an efficient and safe manner to meet customer needs and support an enriching educational environment for our students, staff, and community. The Lead Custodian applies best practices to complete duties safely, on-time, with a customer service mindset, and in alignment with San José Unified standards and procedures.

Essential Duties and Responsibilities:

- Manages facility operations, including the cleaning and maintenance of interior and exterior spaces, in an efficient and safe manner
- Performs inspections and collaborates with administrators to create and maintain facility maintenance programs
- Manages furniture and fixtures, including setup and takedown for various events
- Maintains inventory and equipment in an organized, clean, safe, and efficient manner
- Safely handles equipment, debris, and goods, regularly lifting and carrying heavy items
- Safely operates and maintains a variety of equipment and apparatuses
- Performs both daily- and long-term care tasks, including but not limited to carpet cleaning, floor polishing, and basic repairs that can be completed with hand tools
- May coordinate and guide the work of others, as well as provide training as needed
- Responsible for accurate recordkeeping and reporting using San José Unified applications and technology
- Communicates effectively with customers and co-workers; anticipates needs and is responsive to requests
- Follows appropriate policies and procedures to ensure a clean, organized, and safe environment
- Assists in accomplishing campus, department, and San José Unified goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties as assigned

Qualifications:

Education and Experience:

- Completion of 12th grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed below
- Prior relevant experience preferred
- Passage of San José Unified test

Licenses and/or Certifications:

- California driver's license may be required
- Man Lift Certification may be required

Knowledge, Skills and Abilities

- Strong organizational and time management skills with the ability to plan and guide the work of self and others
- Safe and effective use and maintenance of San José Unified equipment; ability to drive San José Unified vehicles may be required
- Knowledge of best practices in facility cleaning and maintenance
- Accurate and timely recordkeeping, using appropriate San José Unified processes and technology
- Ability to stand for extended periods of time, perform physical labor, and lift heavy items
- Ability to train others, as needed
- Ability to complete basic math calculations
- Ability to learn, interpret, and apply policies and procedures appropriately, including those established by Local, State, or Federal entities
- Ability to remain calm and apply good judgment in fast-paced or stressful environments
- Ability to communicate and build relationships in a culturally diverse environment
- Willing and able to learn new skills or improve ways of doing work

Terms of Employment:

- As outlined in the Collective Bargaining Agreement

Physical Demands and Working Conditions:

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The position may require working in an outdoor or indoor working environment, computer station work, working in seasonal heat or cold adverse weather conditions, exposure to fumes, dust, odors, oil, grease and gases and driving San José Unified vehicles of various types and sizes to conduct work. It may also require exposure to chemicals and hazardous materials, including asbestos, working around and with machinery having moving parts, working from heights and in confined work spaces.

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Board Approved:



Job Description Head Custodian

Job Type/Classification: Head Custodian, AFSCME

Compensation: Head Custodian column of Operations Salary Schedule

Reports to: Department Manager or designee

Position Summary:

The Head Custodian identifies and addresses San José Unified's custodial needs by providing training, mentorship, and support, as well as by performing custodial duties at various sites. The Head Custodian ensures the operations, cleaning, and maintenance of District facilities are completed in an efficient and safe manner to meet customer needs and support an enriching educational environment for our students, staff and community. The Head Custodian applies best practices to complete duties safely, on-time, with a customer service mindset, and in alignment with San José Unified standards and procedures.

Essential Duties and Responsibilities:

- Collaborates with supervisor and others to identify and address San José Unified's facility needs
- Trains, coaches, and mentors staff in performing duties
- Performs Custodian and Lead Custodian duties at any site, based on San José Unified's needs, according to best practices and San José Unified standards
- Coordinates work of self and others to accomplish department or San José Unified goals, completing both day-to-day custodial duties as well as longer-term projects
- Provides input to supervisors to support the employee evaluation process
- Communicates effectively with customers and co-workers; proactively addresses needs and is responsive to requests
- Assists in accomplishing campus, department, and San José Unified goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties as assigned

Qualifications:

Education and Experience:

- Completion of 12th grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed below
- Prior relevant experience preferred
- Passage of San José Unified test

Licenses and/or Certifications:

- California driver's license
- Man Lift Certification may be required

Knowledge, Skills and Abilities

- Strong organizational and time management skills with the ability to plan and guide the work of self and others

- Safe and effective use and maintenance of San José Unified equipment, including the ability to drive San José Unified vehicles
- Knowledge of best practices in facility cleaning and maintenance
- Accurate and timely recordkeeping, using appropriate San José Unified processes and technology
- Ability to stand for extended periods of time, perform physical labor, and lift heavy items
- Ability to train, coach, and mentor others
- Ability to complete basic math calculations
- Ability to learn, interpret and apply policies and procedures appropriately, including those established by Local, State or Federal entities
- Ability to remain calm and apply good judgment in fast-paced or stressful environments
- Ability to communicate and build relationships in a culturally diverse environment
- Willing and able to learn new skills or improve ways of doing work

Terms of Employment:

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The position may require working in an outdoor or indoor working environment, computer station work, working in seasonal heat or cold adverse weather conditions, exposure to fumes, dust, odors, oil, grease and gases and driving District vehicles of various types and sizes to conduct work. It may also require exposure to chemicals and hazardous materials, including asbestos, working around and with machinery having moving parts, working from heights and in confined work spaces.

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Board Approved:



Job Description Warehouse

Job Type/Classification: Warehouse, AFSCME

Compensation: Warehouse column of Operations Salary Schedule

Reports to: Department Manager or designee

Position Summary:

With limited supervision, the Warehouse position manages inventory in an efficient and safe manner to meet customer needs and support an enriching educational environment for our students, staff, and community. The Warehouse position applies best practices to complete assigned duties safely, on-time, with a customer service mindset, and in alignment with San José Unified standards and procedures.

Essential Duties and Responsibilities:

- Receives and inspects inventory, appropriately addressing any issues identified
- Maintains inventory and equipment in an organized, clean, safe, and efficient manner
- Safely moves goods and inventory, regularly lifting and carrying heavy items
- Processes orders accurately and safely, appropriately preparing, loading, and delivering inventory
- Maintains accurate records and completes appropriate reporting using San José Unified applications and technology
- Communicates effectively with customers and co-workers; proactively addresses needs and is responsive to requests
- May train or guide the work of others, as needed
- Able to operate warehouse equipment, including forklifts
- Completes deliveries in San José Unified vehicles and assists with scheduling, as needed
- Follows appropriate policies and procedures to ensure a clean, organized, and safe warehouse environment
- Performs custodial duties as assigned
- Assists in accomplishing campus, department, and San José Unified goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties, including Custodian work, as assigned

Qualifications:

Education and Experience:

- Completion of 12th grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed below
- Prior relevant experience preferred
- Passage of San José Unified test

Licenses and/or Certifications:

- California driver's license
- ServSafe certification when assigned to Student Nutrition Services
- Forklift certification

Knowledge, Skills and Abilities

- Strong organizational and time management skills with the ability to plan and guide the work of self and others

- Safe and effective use and maintenance of San José Unified equipment, including ability to drive San José Unified vehicles
- Knowledge of best practices in inventory processing, storage, and management
- Accurate and timely recordkeeping, using appropriate San José Unified processes and technology
- Ability to stand for extended periods of time, perform physical labor, and lift heavy items
- Ability to train others, as needed
- Ability to complete basic math calculations
- Ability to learn, interpret and apply policies and procedures appropriately, including those established by Local, State or Federal entities
- Knowledge of Hazard Analysis of Critical Control Points (HACCP) procedures when assigned to Student Nutrition Services
- Ability to remain calm and apply good judgment in fast-paced or stressful environments
- Ability to communicate and build relationships in a culturally diverse environment
- Willing and able to learn new skills or improve ways of doing work

Terms of Employment:

- As outlined in the Collective Bargaining Agreement

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Board Approved:



Job Description Lead Warehouse

Job Type/Classification: Lead Warehouse, AFSCME

Compensation: Lead Warehouse column of Operations Salary Schedule

Reports to: Department Manager or designee

Position Summary:

The Lead Warehouse position manages inventory, systems, and processes in an efficient and safe manner to meet customer needs and support an enriching educational environment for our students, staff and community. The Lead Warehouse position applies best practices to complete assigned duties safely, on-time, with a customer service mindset, and in alignment with San José Unified standards and procedures.

Essential Duties and Responsibilities:

- Manages receipt and inspection of inventory, appropriately addressing any issues identified
- Responsible for managing inventory and equipment in an organized, clean, safe, and efficient manner
- Safely moves goods and inventory, regularly lifting and carrying heavy items
- Manages safe and accurate order processing, appropriately preparing, loading, and delivering inventory
- Responsible for accurate and timely recordkeeping and reporting using San José Unified applications and technology
- Communicates effectively with customers and co-workers; proactively addresses needs and is responsive to requests
- May train or guide the work of others, as needed
- Able to operate warehouse equipment, including forklifts
- Completes deliveries in San José Unified vehicles and assists with scheduling
- Follows appropriate policies and procedures to ensure a clean, organized and safe warehouse environment
- Performs custodial duties as assigned, regularly lifting and carrying heavy items
- Assists in accomplishing campus, department, and San José Unified goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties, including Custodian work, as assigned

Qualifications:

Education and Experience:

- Completion of 12th grade or equivalent, or any combination of education, experience and training which meets or exceeds the standards of knowledge, skills and abilities listed below
- Prior relevant experience preferred
- Passage of San José Unified test

Licenses and/or Certifications:

- California driver's license
- ServSafe certification when assigned to Student Nutrition Services
- Forklift certification

Knowledge, Skills and Abilities

- Strong organizational and time management skills with the ability to plan and guide the work of self and others

- Safe and effective use and maintenance of San José Unified equipment, including ability to drive San José Unified vehicles
- Knowledge of best practices in inventory processing, storage and management
- Accurate and timely recordkeeping, using appropriate San José Unified processes and technology
- Ability to stand for extended periods of time, perform physical labor, and lift heavy items
- Ability to train others
- Ability to complete basic math calculations
- Ability to learn, interpret and apply policies and procedures appropriately, including those established by Local, State or Federal entities
- Knowledge of Hazard Analysis of Critical Control Points (HACCP) procedures when assigned to Student Nutrition Services
- Ability to remain calm and apply good judgment in fast-paced or stressful environments
- Ability to communicate and build relationships in a culturally diverse environment
- Willing and able to learn new skills or improve ways of doing work

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- As outlined in the Collective Bargaining Agreement

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Board Approved:



Job Description Head Warehouse

Job Type/Classification: Head Warehouse, AFSCME

Compensation: Head Warehouse column of Operations Salary Schedule

Reports to: Department Manager or designee

Position Summary:

The Head Warehouse position identifies and addresses San José Unified's inventory needs by providing training, mentorship, and support, as well as by completing warehouse duties. The Head Warehouse position coordinates the work of self and others and is responsible for managing San José Unified's inventory in an efficient and safe manner to meet customer needs and support an enriching educational environment for our students, staff, and community. The Head Warehouse position applies best practices to complete assigned duties safely, on-time, with a customer service mindset, and in alignment with San José Unified standards and procedures.

Essential Duties and Responsibilities:

- Collaborates with supervisor and others to identify and address San José Unified's needs
- Coordinates, trains, coaches, and mentors staff in performing their duties
- Performs Warehouse and Lead Warehouse duties according to best practices and San José Unified standards
- Coordinates work of self and others to accomplish department or San José Unified goals, completing both day-to-day duties as well as longer-term projects
- Provides input to supervisors to support the employee evaluation process
- Responsible for managing inventory and equipment in an organized, clean, safe, and efficient manner
- Responsible for accurate and timely record keeping and reporting using San José Unified applications and technology
- Communicates effectively with customers and co-workers; proactively addresses needs and is responsive to requests
- Able to operate warehouse equipment, including forklifts
- Completes deliveries in San José Unified vehicles and assists with scheduling
- Follows appropriate policies and procedures to ensure a clean, organized, and safe environment
- Assists in accomplishing campus, department, and San José Unified goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties, including Custodian work, as assigned

Qualifications:

Education and Experience:

- Completion of 12th grade or equivalent, or any combination of education, experience, and training which meets or exceeds the standards of knowledge, skills, and abilities listed below
- Prior relevant experience preferred
- Passage of San José Unified test

Licenses and/or Certifications:

- California driver's license
- ServSafe certification when assigned to Student Nutrition Services
- Forklift certification

Knowledge, Skills and Abilities

- Strong organizational and time management skills with the ability to plan and guide the work of self and others
- Safe and effective use and maintenance of San José Unified equipment, including the ability to drive San José Unified vehicles
- Knowledge of best practices in inventory processing, storage, and management
- Accurate and timely recordkeeping, using appropriate San José Unified processes and technology
- Ability to stand for extended periods of time, perform physical labor, and lift heavy items
- Ability to train, coach, and mentor others
- Ability to learn, interpret and apply policies and procedures appropriately, including those established by Local, State or Federal entities
- Knowledge of Hazard Analysis of Critical Control Points (HACCP) procedures when working in Student Nutrition Services
- Ability to remain calm and apply good judgment in fast-paced or stressful environments
- Ability to communicate and build relationships in a culturally diverse environment
- Willing and able to learn new skills or improve ways of doing work

Terms of Employment:

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Board Approved:



Job Description Property Monitor

Job Type/Classification: Property Monitor, AFSCME

Compensation: Property Monitor column of Operations Salary Schedule

Reports to: Department Manager or designee

Position Summary:

With limited supervision, the Property Monitor oversees the use, maintenance, and security of facilities in an efficient and safe manner to meet customer needs and support an enriching educational environment for our students, staff, and community. The Property Monitor applies best practices to complete assigned duties safely, on-time, with a customer service mindset, and in alignment with San José Unified standards and procedures.

Essential Duties and Responsibilities:

- Oversees, supports, and collaborates with facility users, including staff, tenants, permit holders, and others
- Operates and implements a variety of access provisions, including complex monitoring, permitting, and facility operating systems
- Acts as the responsible party on behalf of all San José Unified properties, as appropriate
- Cooperates and collaborates with local authorities including police, fire, and other emergency response officials
- Makes repairs to facilities, including but not limited to cleaning, graffiti removal and paint-overs, boarding of windows, repairing doors and hardware, isolating plumbing leaks, building automation and monitoring systems, etc.
- Surveils and inspects facilities to identify and address deficiencies in access controls, facilities, processes, and systems
- Maintains accurate records and completes appropriate reporting using San José Unified applications and technology
- Communicates effectively with customers and co-workers; anticipates needs and is responsive to requests
- Follows appropriate policies and procedures to ensure a clean, organized, and safe environment
- Assists in accomplishing campus, department, and San José Unified goals
- Maintains regular and punctual attendance to fully meet work responsibilities
- Performs other duties as assigned

Qualifications:

Education and Experience:

- Completion of 12th grade or equivalent, or any combination of education, experience, and training which meets or exceeds the standards of knowledge, skills, and abilities listed below
- Prior relevant experience preferred
- Passage of San José Unified test

Licenses and/or Certifications:

- California driver's license

Knowledge, Skills and Abilities

- Strong organizational and time management skills with the ability to plan and work independently

- Ability to recognize signs of potential danger or loss to San José Unified property and to apply sound judgment to address or mitigate as appropriate
- Safe and effective use and maintenance of San José Unified equipment, including the ability to drive San José Unified vehicles
- Knowledge of and ability to perform a variety of building and equipment repairs
- Accurate and timely recordkeeping, using appropriate San José Unified processes and technology
- Ability to stand for extended periods of time, perform physical labor, and lift heavy items
- Ability to train others, as needed
- Ability to learn, interpret, and apply policies and procedures appropriately
- Ability to remain calm and apply sound judgment in fast-paced or stressful environments
- Ability to communicate and build relationships in a culturally diverse environment
- Willing and able to learn new skills or improve ways of doing work

Terms of Employment:

- As outlined in the Collective Bargaining Agreement

Physical Demands and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; climb ladders; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel or crouch. The employee must regularly lift and move up to 60 pounds and occasionally lift and move up to 100 pounds as required by the position. Lifting and moving objects over 50 pounds must be done by mechanical device rather than by manual effort whenever this is practicable. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

The position may require working in an outdoor or indoor working environment, computer station work, working in seasonal heat or cold adverse weather conditions, exposure to fumes, dust, odors, oil, grease and gases and driving San José Unified vehicles of various types and sizes to conduct work. The position will require working alone on otherwise vacant properties during all hours of the day. It may also require exposure to chemicals and hazardous materials, including asbestos, working around and with machinery having moving parts, working from heights and in confined work spaces.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the duties performed or that may be performed by this position.

San Jose Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, ethnicity, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, parental status, gender, gender identity, gender expression, sex, or sexual orientation in its employment practices.

Board Approved: