



Moraga School District

1540 School Street
Moraga, CA 94556
Julie C. Parks Ed. D., Superintendent

CLASSIFIED EMPLOYMENT OPPORTUNITY

Posted: August 19, 2026

Date Due: Until filled

POSITION: Daytime Custodial Substitute Support – \$24.62 - \$29.93 Depending on Experience

Definition: Under general supervision of the Director of Building and Grounds, to perform routine cleaning work in schools, offices, and other buildings of the district, and to do related work as required.

Representative duties:

- Working from a prepared work schedule, cleans the facility appropriately
- Picks up paper and other refuse on grounds and sweeps walks and entrances
- Washes, scrubs, and disinfects restrooms and other areas frequently touched by hands
- Cleans windows, door glass, and drinking fountains Empties and cleans waste and recycling containers
- Assists in moving chairs, tables, desks, furniture and equipment
- Replaces light bulbs
- Make minor repairs or adjustments to classroom furniture
- Maintains equipment used in the course of work
- Reports safety, sanitary, and fire hazards and follows Injury Illness Prevention Program procedures
- Assists in the restoration of buildings and grounds during summer vacation
- Utilize communication systems, such as walkie-talkies, communication logs and email
- Works collaboratively
- Reviews work completed by night custodial crew
- Coordinate night and day shift related duties
- Inspects grounds for safety and security
- Inspects HVAC and makes minor repairs and/or adjustments
- Performs light maintenance and repairs
- Procedures for opening and closing and securing the school and school grounds
- Related duties as assigned

Ability to:

- Learn and follow schedules, procedures, and use of custodial tools and equipment
- Read, write and carry-out oral and written instructions, as well as district operation manuals
- Relate well to students, staff, parents and students
- Establish and maintain cooperative working relations with others
- Use a computer to access information and send/receive email
- Prepare work orders
- Check inventory, replace and deliver supplies
- Perform light maintenance including HVAC operation

Knowledge of:

- Current cleaning methods, and the preferred methods of cleaning and preserving floors, carpets, walls, and fixtures
- Cleaning materials, disinfectants, and proper use of equipment used in custodial work
- Safe practices related to cleaning methods and procedures
- Tools, operating boilers and heaters

Experience:

- One year experience in custodial, janitorial, maintenance or grounds-keeping work, or related experience; school custodial preferred Education/License/Testing:
- A valid California Department of Motor Vehicles driver's license;
- TB Test
- Criminal Justice Fingerprint clearance
- May require a Math and English proficiency test
- High school diploma or equivalent Physical Requirement:

Performs work that frequently requires standing, bending, twisting, reaching, grasping, stretching, climbing, balancing, kneeling, crouching or squatting; push, pull or drag; occasionally lift and carry objects weighing 50 pounds, i.e. garbage and trash bags, cleaning equipment, tables and chairs, and visual acuity/depth perception to see where to clean and vandalism. Occasionally lifts objects weighing 80 pounds, such as sheet rock, bags of cement, jackhammers. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear.

To apply: Please complete an application (found on the district website)

And include a cover letter and resume.

Send to Lisa Crouch by email, mail, fax or drop by

<http://district.moraga.k12.ca.us/>

or the District Office, 1540 School Street, Moraga, CA (925) 376-5943

For more information, please contact Lisa Crouch at 925.377.4162 or lcrouch@moraga.k12.ca.us



Moraga School District

1540 School Street
Moraga, CA 94556
Julie C. Parks Ed. D., Superintendent

Moraga School District NONDISCRIMINATION STATEMENT

The Moraga School District is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The District prohibits discrimination and harassment based on an individual's actual or perceived age, ancestry, color, disability, ethnic group, identification, gender, marital status, national origin, race, religion, sex, sexual orientation, on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance, or regulation.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate crimes may be found in District policies that are available in all schools and offices.

For inquiries or complaints related to discrimination or harassment based on the individual's actual or perceived age, ancestry, color, disability (mental or physical), ethnic group identification, gender, gender identity, national origin, race, religion, sex, or sexual orientation, contact:

Moraga School District
Director of Pupil Services
District Section 504 and Title IX Coordinator
(925) 376-5943

For more information:

Equal Employment Opportunity Commission
1-800-669-4000
1-800-669-6820 (TTY)
info@eeoc.gov