

HIGH SCHOOL MATRON

Definition

Under general supervision to plan, schedule and perform routine cleaning work in school, office, or recreational building of the District; sort towels and clothes for laundry and store returned laundry; may issue items as required; and to perform other assigned duties. The matron is expected to work in areas frequented only by girls and female teachers of the District but is not restricted to those areas.

Essential Duties

1. Confer with supervisor regarding care and cleaning programs at the school plant;
2. Report needed repair work or hazardous conditions to proper authorities;
3. Sweep, scrub, mop, wax and attend to floors;
4. Clean walls, furniture, woodwork and other equipment;
5. Secure and safeguard District and other property;
6. May be required to operate simple and non-hazardous equipment; and
7. Other additional duties, which may be assigned.

A matron is not expected to climb and work from ladders, scaffolds or high places, nor is a matron expected to do heavy lifting or heavy manual labor, such duties being generally required of custodians.

Qualifications

Knowledge of:

1. Methods, materials, and equipment used in custodial work; and
2. Requirements for maintaining school buildings and grounds in a safe, clean and orderly condition.

Ability to:

1. Use cleaning materials, basic tools and equipment with skill and efficiency;
2. Follow verbal and written directions;
3. Work cooperatively with others; and
4. Work and keep a regular schedule of hours and work load assigned.

Experience:

One year of relevant experience.

Education:

High school diploma or equivalent.

License:

Valid California Driver's License
Valid First Aid and CPR Certificates

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.