

MATRON

BASIC FUNCTION:

Under supervision, to maintain an assigned school facility, group of buildings, or office space in a clean, orderly, and secure manner following a predetermined schedule; to supervise the girls' restroom area; to assist with student supervision in other areas of the campus as assigned; and to do other related work as required or assigned.

DISTINGUISHING CHARACTERISTICS:

The Matron classification is assigned to the Director of Maintenance and Operations and the site administrator.

ESSENTIAL JOB FUNCTIONS:

1. Sweeps, mops, strips, waxes, and seals floors.
2. Vacuums rugs and carpets.
3. Dusts, washes, and polishes furniture and woodwork.
4. Empties and cleans waste receptacles, including trash barrels.
5. Cleans restrooms, locker rooms, and showers.
6. Washes windows and walls, polishes metalwork, and cleans whiteboards.
7. Moves and arranges furniture and equipment in preparing multipurpose rooms or classrooms for special events or meetings.
8. Replaces light bulbs and lighting tubes.
9. Cleans window coverings, such as drapes and blinds.
10. Picks up paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities.
11. Sweeps concrete surfaces adjacent to the school buildings.
12. Performs emergency cleanup service resulting from breakage, vandalism, spilling, and illness.
13. May raise and lower flags, lock and unlock gates and doors, and set security systems.
14. Assists in receiving and distributing supplies and equipment.
15. May perform minor maintenance tasks in keeping assigned areas safe and operational.
16. Prevents loitering and potential problems in the girls' restroom area.
17. Assists in reporting and preventing facility vandalism.

JOB REQUIREMENTS AND QUALIFICATIONS:

1. High School Diploma or equivalent education.
2. Six months of experience involved with the care and cleaning of buildings and facilities.
3. Possession of a valid California Motor Vehicles Operator's License.
4. Knowledge of basic cleaning methods, procedures, and techniques.
5. Knowledge of cleaning materials, supplies, and equipment.
6. Knowledge of safe working methods and procedures.
7. Ability to perform moderately medium to heavy manual activities.
8. Ability to efficiently and effectively use cleaning materials, supplies, and equipment.
9. Ability to understand and carry out oral and written directions.
10. Ability to establish and maintain cooperative working relationships.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.

- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.

- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

LICENSE, CERTIFICATIONS, BONDING, AND/OR TESTING REQUIRED:

TB Test Clearance; Criminal Justice Fingerprint Clearance; Bloodborne Pathogen Training; appropriate California Driver License.