

## EARLY EDUCATION CENTER ATTENDANT

### DEFINITION

Performs general housekeeping tasks in an Early Education Center.

### TYPICAL DUTIES

Cleans and washes tables and chairs, mops floors, and vacuums carpeted areas.  
Collects dirty linen; prepares laundry slips; and receives, counts, and stores clean linen.  
Dusts furniture and cupboards.  
Straightens, stacks, and scrubs cots.  
Empties waste baskets and disposes of waste materials.  
Sweeps or hoses walks and maintains other outside areas.  
Cleans classrooms, halls, offices, and bathrooms as necessary.  
Removes spots from floors, walls, woodwork, furniture and fixtures.  
Replaces incandescent bulbs, fluorescent tubes, and electrical plug fuses.  
Receives, checks, and stores housekeeping supplies.  
Moves desks, chairs, tables, and equipment to prepare rooms for cleaning or meetings.  
Assists in serving prepared meals.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Early Education Center Attendant performs general housekeeping duties in an Early Education Center.

A Building and Grounds Worker maintains buildings and grounds in a clean, sanitary, and safe condition.

A Food Service Worker prepares, produces, heats, cooks, and serves a variety of foods from fresh, canned, dry or frozen state and assists in other related tasks in a designated food service production and/or service area and performs cleaning and sanitizing duties according to LAUSD Food Services Standard Operating Procedures.

### SUPERVISION

Immediate supervision is received from an Early Education Center site administrator or an Early Education Center teacher. Technical supervision is received from Maintenance and Operations Branch personnel. No supervision is exercised.

### CLASS QUALIFICATIONS

#### Knowledge of:

Cleaning materials, such as soaps, detergents, and solvents  
Methods of cleaning furniture, carpets, floors, and bathrooms  
Sanitation and safety methods used in housekeeping and in serving prepared food

#### Ability to:

Follow written and oral instructions  
Work effectively with center personnel and children  
Perform housekeeping tasks rapidly and efficiently

Special Physical Requirements:

Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and lift and carry objects weighing up to 50 pounds.

ENTRANCE QUALIFICATIONS

Special:

A valid Los Angeles Unified School District Food Handler's Health Certificate. Appointment to positions in this classification is subject to fingerprinting, a review of conviction record, and a background investigation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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