

WILSON CREEK SCHOOL DISTRICT

PO BOX 46 | 400 NAVAR STREET
WILSON CREEK, WA 98860

TELEPHONE (509) 345-2541
FAX (509) 345-2288



JOB OPENING: CUSTODIAN OPENS: Monday, September 18th, 2023 CLOSES: Open Until Filled

Job Description: The job of custodian is done for the purpose of maintaining attractive, sanitary, and safe public school buildings and facilities.

Supervisor: Director of Facilities and Superintendent

Hourly Rate: \$16.29-\$22.01 DOE **Conditions of Work:** Monday through Friday 1:00 PM to 8:00 PM (7) hours per day.
(Flexible Summer Schedule)

Job Requirements

1. High school diploma or GED equivalent
2. Experience as a custodian with maintenance and grounds responsibilities or similar work experience preferred.
3. Possess a valid driver's license.
4. Possess a valid first aid card within (30) days of employment.

General Qualifications:

- Ability to communicate effectively both orally and in writing
- Ability to accurately keep records
- Ability to set priorities, follow instructions, and see and recognize cleaning needs
- Ability to work positively and cooperatively with staff, students, and community
- Ability to deal with repetition, be flexible, self-motivated, and work independently with minimal supervision
- Knowledge of basic computer skills
- Maintain regular and appropriate attendance and be on time for assignment(s) for the purpose of meeting the needs of the students and the district
- Willingness to receive training as needed
- Physical abilities include: lifting, carrying, pushing, pulling, stooping, reaching, handling, and near/far visual depth perceptions
- Other duties as assigned

Major Job Functions and Responsibilities:

- Use established procedures, perform routine custodial duties, and minor maintenance tasks
- Clean school facilities (i.e., classrooms, offices, multipurpose rooms, grounds, restrooms, cafeteria, gym, windows, carpets, floors, laundry, etc., and other duties as directed) for the purpose of maintaining a sanitary, safe, and attractive environment
- Develop a routine cleaning schedule, which will ensure a safe and healthy environment
- Use power equipment and hand tools as required to perform duties as assigned (i.e., scrubbers, buffers, wax applicators, carpet extractors, pressure washers, etc.)
- Replace light bulbs and replenish all consumable materials
- Lock and unlock buildings; secure buildings when facilities are not in use, checking for unlocked doors and windows, and report any unauthorized occupants
- Manually and/or with self-propelled equipment, remove snow or debris from sidewalks, stairs, and entryways as assigned
- Keep supervisor informed on condition of buildings, immediately reporting vandalism and/or safety hazards
- Responsible for maintaining proper building temperature
- Responsible to see that all fire exits and fire extinguishers are in good working order
- Use established procedures to perform routine gardening and grounds work, such as mowing, edging, raking, weeding, removing debris, watering, spraying, fertilizing, planting, seeding, and repairing fences and playground equipment
- Perform general maintenance; for example, fix broken desks, selected painting, etc.
- Work with other custodian/maintenance personnel in other job areas as assigned
- Perform other duties as assigned by supervisor

The Wilson Creek School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The Civil Rights Compliance Coordinator is available to handle questions and complaints of alleged discrimination. If you have questions and/or concerns please call Sally Nelson (Civil Rights Compliance Coordinator) snelson@wilsoncreek.org or Amy Hickok (504/ADA Coordinator) ahickok@wilsoncreek.org or Kirk Freeman (Title IX) kfreeman@wilsoncreek.org at Wilson Creek School District PO Box 46, Wilson Creek, WA 98860, phone 509-345-2541.

El Distrito Escolar de Wilson Creek no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Sally Nelson, La directora, snelson@wilsoncreek.org o Amy Hickok ahickok@wilsoncreek.org o Kirk Freeman kfreeman@wilsoncreek.org Wilson Creek School District PO Box 46, Wilson Creek, WA 98860, teléfono 509-345-2541.

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Application: Please submit the following:

- Letter of interest
- Completed application packet (available on our website at www.wilsoncreek.org)
- Unofficial transcript for the Application process. Official transcripts will be required upon offer and acceptance of contract.
- At least two (2) references qualified to assess your past work history.

Inquiries may be directed to 509-345-2541 or email jobs@wilsoncreek.org

Benefits: Visit our website at www.wilsoncreek.org to find benefit details. Benefit details are located via the path on our website. (District >HR>Benefits.)

Please submit all application materials to:

**Wilson Creek School District
PO Box 46
400 Navar Street
Wilson Creek, WA 98860**

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Disclaimer:

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees to this job. Wilson Creek is an equal opportunity employer.

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