

GRESHAM-BARLOW SD 10J

Custodian - Elementary Night, HDES (1223)

JOB POSTING

Job Details

Title **Custodian - Elementary Night, HDES**
Posting ID **1223**
Description **Posting Date:** October 4, 2017
Application Deadline: In-District Bargaining Unit Members October 10, 2017. If position is not filled with a bargaining unit member, outside applicants will be considered thereafter until filled.
Projected Start Date: Approximately October 23, 2017. Exact date to be determined by the district.

Custodian
Hollydale Elementary School
8 hours/day, 260 days/year
Salary Range \$15.56 to \$22.14/hour

Job Summary:

The job of "Custodian" is done for the purpose/s of maintaining an attractive, sanitary and safe facility; providing adequate arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

Essential Job Functions:

- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events
- Cleans school facilities (i.e. classrooms, offices, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment
- Delivers variety of items (i.e. supplies, mail, packages, furniture, etc.) for the purpose of distributing the materials to the appropriate parties
- Informs students, other site personnel and supervisor for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities
- Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site
- Prompt and regular attendance

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Repairs furniture and equipment for the purpose of ensuring that items are available and in safe working condition
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items as needed to properly maintain facilities

Essential Job Requirements - Qualifications:

- Experience Required: Prior job related experience in school or institutional setting
- Skills, Knowledge and/or Abilities Required: Skills to use cleaning agents; supplies and equipment; perform basic math to calculate accurate dilution of cleaning agents. Knowledge of methods and use of cleaning materials, equipment, and supplies, safe work practices. Abilities to stand for prolonged periods, follow oral and written instructions, adhere to safe work practices, work independently with minimal supervision, perform a variety of tasks, adjust to flexible assignments often with short notice, and communicate with students, staff and parents. Significant physical abilities include lifting/carrying/pushing/pulling, stooping, reaching/handling, near/far visual acuity/depth perception.
- Education Required: High School diploma or equivalent

- Licenses, Certifications, Bonding, and/or Testing Required: Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance

*Applications must be submitted to TalentEd Recruit and Hire by the closing date in order to be considered for the position. All employees hired by the District into a position not requiring licensure must be fingerprinted and have a criminal history check completed. The cost is \$71.50 and is the responsibility of the employee. This employment is considered probationary pending return of the criminal records check from the FBI and Oregon State Police through the Oregon Department of Education.

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities

Shift Type **Full-Time**
Salary Range **\$15.56 - \$22.14 / Per Hour**
Location **Hollydale Elementary School**

Applications Accepted

Start Date **10/04/2017**