

Entiat School District #127
CLASSIFIED VACANCY
CUSTODIAN – PART-TIME

OPENING: Custodian (3 hours/day, 5 days per week, during school year only)
Shift: 4:00 pm – 7:00 pm

DATES: CLOSING DATE: Open Until Filled
ASSIGNMENT DATES: As soon as possible

COMPENSATION: Hourly rate is \$15.46 - \$17.00 per hour, dependent on experience
Eligible for insurance (on a pro-rated basis)
Not eligible for retirement plan participation

PRIMARY DUTY: Under direction of the Building Maintenance/Custodial Supervisor, this person will maintain the general appearance and condition designated areas of the school district facility, thereby providing the students and staff of the district with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and develop, and work.

See page 2 for detailed job description and qualifications.

Entiat School District is located on the eastern slopes of the Cascade Mountain Range at the confluence of the Columbia and Entiat Rivers, about 15 miles north of Wenatchee. With a PreK-12 enrollment of approximately 365 students, the school system serves as the hub of community activities. Entiat is a family-oriented community with a rich history of support for public education, including passage of maintenance and operation levies.

APPLICATION MATERIALS MUST INCLUDE:

- Letter of Application/Interest
- Completed District Classified Application Form (available on website to print out)
- Current Resumé
- Letters of Reference (preferred, but not required)

CONTACT: Heather Long (hlong@entiatschools.org) (509) 784-1800

SUBMIT APPLICATION MATERIALS

- - - **BY E-MAIL TO:** hlong@entiatschools.org - OR -

- - - **BY MAIL / IN PERSON TO:** Heather Long / Personnel / Entiat School District
2650 Entiat Way, WA 98822

NON-DISCRIMINATION IN EMPLOYMENT - Entiat School District #127 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, creed, sexual orientation, including gender identity, familial status, marital status, age, gender, or disability. This holds true for all district employment and opportunities. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer/Section 504 Coordinator, Denise Waters at 2650 Entiat Way, Entiat, W 98822, (509) 784-1800.

CUSTODIAN – PART-TIME (3 hrs/day – school year)

JOB DESCRIPTION

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to accept responsibility, take direction, follow verbal and written instructions
- Ability to work independently and take initiative
- Ability to apply good judgment and problem-solving skills as necessary
- Ability to organize and maintain inventory of supplies
- Ability to work either in confined quarters or high places
- Ability to meet the public, staff, and students tactfully and courteously, and establish and maintain cooperative and effective working relationships

MINIMUM QUALIFICATIONS:

- A minimum of a high school diploma or equivalent
- Physical strength and ability to perform all requirements of the position on a daily basis, including lifting and bending. Must be able to lift 50 lbs.
- Ability to operate all custodial equipment
- Ability to read and understand directions in use of chemicals and solutions

PREFERRED QUALIFICATIONS:

- Previous experience in the custodial and/or building maintenance field
- Knowledge of modern cleaning methods, and use and care of cleaning equipment

PRIMARY DUTY: Under direction of the Building Maintenance/Custodial Supervisor, this person will maintain the general appearance and condition of designated areas of the school district facility, thereby providing the students and staff of the district with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and develop, and work.

DUTIES AND RESPONSIBILITIES: The custodian in this part-time position will perform all, or a combination of several, of the following:

- Responsible for cleaning the school and district office areas, the music room, adjacent hallway areas, and the middle school student restrooms, including vacuuming, sweeping, mopping, garbage detail, restroom cleaning, restocking soap and paper products, and classroom detailing.
- Clean and sanitize restrooms, including replenishing paper and soap products.
- Dust and clean light fixtures, vent covers, window sills, woodwork, metal work, and walls.
- Vacuum, sweep, and mop all floors.
- Empty and clean waste receptacles; deposit waste in dumpster.
- Maintain security of building as directed. Turn out lights and lock doors and windows in assigned areas. Maintain awareness of unauthorized persons in the building.
- Report any safety, sanitary, or fire hazards to Bldg. Maintenance/Custodial Supervisor.
- Operate and maintain equipment as required; ensure equipment safety and proper use. Protect District equipment and supplies against pilferage, loss, theft, and/or abuse.
- Monitor custodial supplies inventory, and provide supervisor with lists of supplies and equipment to be re-stocked.
- Keep custodial work cart stocked and ready for use.
- Assist with seasonal grounds work on occasion such as snow removal.
- Comply with District rules and regulations.
- Perform other job-related duties as assigned

SUPERVISED AND EVALUATED BY: Building Maintenance/Custodial Supervisor