



Sisters School District

“Home of the Outlaws”

Curtiss Scholl
Superintendent

Position Title: Custodian

Posting Date: June 8, 2023

Position Closes: Open until filled

Date Available: As soon as possible

Position Goal: To clean and maintain the physical facilities in the most effective and efficient manner possible. Assists Lead Custodian with coordination of work tasks and organize work to coincide with activities in the building. Communicate with other custodial staff, assists with the ordering of supplies and participates in special projects. Write work orders for work that needs to be completed in and around the building and keep in close contact with supervisor regarding all building custodial issues.

Qualifications:

- Demonstrated aptitude or competence for assigned responsibilities (high school diploma or equivalent preferred).
- Knowledge of and ability to apply skills pertaining to school custodial maintenance.
- Able to perform strenuous physical labor (must be able to lift up to 50 lbs.)
- Ability to establish and maintain effective communication and working relationships with students, staff, parents, and the general public.
- Ability to work without close supervision.
- Knowledge of and ability to perform basic computer skills.

Performance Responsibilities:

- Performs daily upkeep and cleaning of assigned area without direct supervision.
- Exercises initiative to provide quality services and maintenance of assigned area within the established time frame.
- Promptly reports needed repairs and/or damage using the computerized work order system.
- Reports safety issues immediately to a supervisor.
- Assumes daily responsibility for the security of assigned area.
- Conducts an ongoing program of general maintenance, upkeep and repair of assigned area.
- Assists with all grounds maintenance and/or repair of outdoor facilities when directed.
- Assists in necessary snow removal or other such tasks as the weather may dictate.



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- Participates in appropriate in-service training programs and meetings as directed.
- Performs preventative maintenance and/or other activities necessary to the District's operation during seasonal times when school is not in session.
- Performs preventive maintenance and upkeep of custodial equipment.
- Performs event set-up and strike. For large events, event coordinator will provide physical support.
- Assists facility maintenance staff in light replacement.
- Performs other duties as required by the District.

Hours: Monday - Friday during school year hours are 3:00 pm — 11:30 pm and flexible for events. Monday —Friday when school is not in session hours are 7:00am — 3:30pm.

Employment, Salary and Benefits:

- Hourly wage: Days \$15.30 - \$23.84 during summer; Swing \$15.77 - \$24.56 during school year.
- This is a full-time (1.0FTE), 250-day contract position, including 11 paid holidays, three (3) personal days, bereavement and sick leave.
- Sisters School District offers several competitive and comprehensive benefits packages to team members, and contributes a district paid monthly amount towards these benefits. Benefits include medical, prescription, dental, vision, life and disability insurance, employee assistance (EAP) and wellness programs.
- Sisters School District offers additional optional benefits such as Section 125 Flexible Spending and/or Dependent Day Care accounts, 403(b) & 457 retirement savings plans, and other optional coverages.
- Employer-paid PERS.

Submission Details: Submit your TalentEd Recruit & Hire Application, Cover Letter, Resume, Transcripts and Two (2) letters of recommendation on TalentEd Recruit and Hire @ <https://sisters.cloud.talentedk12.com/hire/index.aspx> (Link on webpage).

Contact: The HR Department for any questions regarding this position @ 541 549- 8521 #5021.

Sisters School District is an Equal Opportunity Employer