

Colorado Independent School District



P. O. Box 1268
Colorado City, TX 79512
325-728-5312
Fax 325-728-1015
www.ccitv.esc14.net

VACANCY

Colorado ISD District

○ Custodian/Maintenance

- Purpose:** Follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of buildings and grounds.
- Qualifications:** Ability to read and understand instructions for cleaning, maintenance and safety procedures. Knowledge of minor repair techniques and building and grounds maintenance. Ability to operate cleaning equipment and lift heavy equipment. Ability to properly handle cleaning supplies.
- Responsibilities:** Maintain a cleaning schedule that will include cleaning of floors, wastebaskets, windows, furniture, equipment and restrooms. Keep school building and grounds including sidewalks, driveways, parking lots and play areas, neat and clean. Comply with local law and procedures for storage and disposal of trash. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed. Assist with lunchroom set up, including arranging tables and chairs. Make minor repairs as needed and report major repairs needed to principal. Move furniture or equipment within the building as directed by principal. Assist in setting up facilities for special events. Inspect machines and equipment for safety and efficiency. Operate tools and equipment according to established safety procedures. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
- Equipment:** Buffer, stripper, wet and dry vacuum cleaner, hand tools, shampooer and maybe lawn mower, edger and weed eater.

In-House Application Procedure:

In-House Application form P-241 is available from all campus secretaries or you may pick up the form from the Superintendent's Office located at 1132 Hickory Street.

Application Deadline: Until Filled

Posted 10/14/20

Colorado Elementary/Middle School
325-728-3471/325-728-5215
Fax 325-728-1036/ 325-728-1037

Colorado High School
325-728-3424
Fax 325-728-1083

Wallace Center
325-728-2673
Fax 325-728-1051

Business Office
325-728-5312
Fax 325-728-1015