



PO Box 68, 803 Main Street,
Cove, Oregon 97824
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August 13, 2020

Job Opening For The 2020-2021 School Year

Support Staff:
Temporary Custodian (Sep-Nov)

REQUIRED QUALIFICATIONS:

- High School Diploma/GED
- Citizenship, residency or work VISA in United States
- Criminal Background Check

PREFERED QUALIFICATIONS:

- 1 Year Relevant Experience

Starts August 31, 2020

Pay Rate: \$12.67

Temporary position through November 27; 32 hours per week; does not qualify for benefits,
Support Staff Applications are available from school office or website.
Position Open Until Filled. First review of applications: August 24

**Cove School District
Job Description**

Job Title: Custodian 1
Reports To: Maintenance Supervisor/Building Principal
FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, this position is responsible for performing a variety of custodial duties and general care of school building(s) and surrounding grounds to ensure a safe and clean school building for students, staff and community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
 2. Cleans areas as assigned (i.e., classrooms, halls, offices, rest rooms, cafeteria, etc.), vacuums, shampoos, sweeps, scrubs, waxes, polishes, mops and buffs all types of floor surfaces.
 3. Washes windows, white boards, chalk boards, walls, doors and baseboards.
 4. Cleans and polishes furniture, windows, metal work and computer screens.
 5. Maintains indoor and outdoor lighting and changes light bulbs, as necessary.
 6. Adjusts clocks, as necessary.
 7. Reacts to change in schedule(s) productively.
 8. Washes, scrubs and disinfects equipment (i.e., sinks, fixtures, toilets, showers, panels and drinking fountains, etc.) on a daily basis.
 9. Cleans and sanitizes bathrooms and checks and stocks all bathroom supplies.
 10. Cleans up spills (including bodily fluids) in a safe and appropriate manner and responds to special requests for custodial services from staff members with supervisor approval.
 11. Sets-up, takes down and moves tables, chairs, equipment, shelving and partitions for meetings, athletic events, assemblies and other District needs, as assigned.
 12. Removes snow and ice from sidewalks, walk ways and steps, as needed.
 13. Unlocks doors and windows, turns on lights, raises flag and prepares buildings for start of day and/or locks doors, windows and gates, turns off lights, lowers flag and secures buildings at night.
 14. Picks up paper and other debris, empties trash/recycling receptacles and cleans them, as needed.
 15. Waters plants, cleans planter boxes, performs minor trimming and weeding of grounds and entryways.
 16. Rearranges and moves furnishings, transports and delivers educational supplies, as requested.
 17. Operates vacuums, floor machines, buffers and carpet cleaning equipment.
 18. Works cooperatively with other custodial personnel.
 19. Reports safety, sanitary and fire hazards immediately to supervisor.
 20. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
 21. Maintains appropriate certifications and training hours as required.
 22. Attends work regularly and is punctual.
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MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends in-service trainings and staff meetings.
2. Assists in maintaining an inventory of supplies and equipment.
3. Assists maintenance and grounds keeping departments, as necessary.
4. Completes appropriate log(s), forms, and paperwork accurately.
5. Reports issues to authorities as necessary, animal control, suspicious activity etc.

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) or a thorough working knowledge of custodial work, including cleaning methods and materials and the use of custodial equipment equivalent to that gained in at least one year of experience or a combination of education and experience. Previous experience working in a sanitation or custodial position preferred.
 - **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact with students and staff appropriately.
 - **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations.
 - **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals and volume.
 - **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
 - **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software.
 - **Other Skills and Abilities:** Ability to appropriately communicate with students and teachers. Ability to safely operate a variety of custodial/maintenance equipment. Ability to exercise good judgment and work in a dynamic environment.
 - **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card, bloodborne pathogen training and blood spill training.
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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee regularly climbs stairs or ladders. The employee must regularly lift and/or move up to 50 pounds and occasionally up to 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to demonstrate strength and dexterity to operate custodial/maintenance tools and machinery.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard school/school grounds setting. The noise level in the work environment is usually moderate, but occasionally high depending upon the student population, activities, and equipment used. The employee is exposed to a variety of conditions including, wet or humid and outdoor weather conditions, work near moving parts, work in high precarious places, a variety of cleaning agents, some hazardous chemicals and fumes, risk of electrical shock and vibration. The employee may be exposed to bodily fluids and/or bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: Earl Pettit, Cove School District

Prepared Date: August 2020

I have read and understand this job description.

Signature:

Date:
