WILLITS UNIFIED SCHOOL DISTRICT
1277 Blosser Lane ., Willits, CA 95490 *707-459-5314 FAX 707-459-7862*

October 6, 2020

ANNOUNCEMENT
OF POSITION VACANCY

SECOND SHIFT (EVENINGS) CUSTODIAN
Transfer Opportunity- Monday 10/12/2020 NOON
CLASSIFIED

SALARY
Per CSEA Salary Schedule

APPLICATION DEADLINE
INHOUE APPS DEADLINE 10/12/2020 NOON
OPEN UNTIL FILLED AFTER INHOUSE CLOSES

WORK SITE
Districtwide-Current Assignment

DEFINITION
Under the general supervision of the superintendent or designee, performs services needed for the care and maintenance of the buildings at school site.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:
Duties and Responsibilities may include, but are not limited to, the following:

- Vacuum, sweep, and mop floors in classrooms and office.
- Empty trash cans, pencil sharpeners, and clean chalkboards.
- Clean bathrooms and/or sinks in classrooms and restock supplies.
- Secure doors, windows and gates at school site.
- Perform minor maintenance jobs (change light bulbs and tubes, repair desks/chairs etc.).
- Perform other related duties as assigned.

Extra Summer Duties:

- Shampoo carpets; Strip, scrub, wax and seal floors
- Paint
- Wash windows and walls; Dust light fixtures
- Clean and move furniture; Repair chairs, desks, and tables

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES (At time of application)

- Ability to plan, organize and carryout details of a work schedule.
- Ability to safely work with cleaning products and awareness of health and sanitation requirements.
- Knowledge of plumbing, electrical and carpentry skills.
- Knowledge of small tools and power equipment.

EDUCATION AND EXPERIENCE

- Equivalent to graduation from high school
- Experience in general building maintenance work.

LICENSES
A valid California motor vehicle operator's license.

WORK HOURS
40 hours per week/Fingerprint clearance required.

BENEFITS
Employees are provided with an insurance plan, which includes health, vision, and dental insurance for employee, spouse and dependents. For more detailed information contact Lynda Walker (707) 459-5314 ext. 1103.

APPLICATION PROCESS
In order to be considered for this position, in house candidates must submit an "INHOUSE APPLICATION FORM" (attached)
Outside candidates must submit:

- A completed application form
- A personal letter of application stating the reasons for your interest in the position

Applications may be addressed to:

HR
1277 Blosser Lane
Willits, CA 95490
(707) 459-5314 Fax (707) 459-7862

SPECIAL NOTE: **Potential applicants are advised that the meeting of stated job requirements does not assure invitation to interview. All candidates are welcome to make inquiries at any time. Successful applicants who are invited to interview for the available position will be contacted within 5 days of the application deadline. Other applicants will not be contacted.**
AN EQUAL OPPORTUNITY EMPLOYER