



PYRAMID LAKE JR./SR. HIGH SCHOOL
P.O. Box 267 - 711 State Street
Nixon, Nevada 89424-0267
Phone: (775) 574-1016 ❖ Fax: (775) 574-1043



JOB ANNOUNCEMENT

Open Date: November 4, 2020

Closing Date: November 16, 2020

Position: CUSTODIAN (Part-Time)
Where: Pyramid Lake Jr./Sr. High School, Nixon, NV
Salary: \$15.71 – 16.67/HR., GRADE 13, NON-EXEMPT (PT. 32 HRS. PER WK.)
Supervisor: Maintenance Supervisor

Scope of Position:

Under the supervision of the Maintenance Supervisor the custodian is responsible for performing varied custodial duties in keeping rooms, buildings, or office spaces clean and orderly at the Pyramid Lake Jr./Sr. High School facilities. During the school year, the position may be assigned to early morning, afternoon, evening, or night shifts.

Duties & Responsibilities:

- Perform cleaning tasks, such as strip, seal, and buff floors; sweep, mop, scrub and polish floors; dust and polish furniture and woodwork; wash doors, walls, windows, ceiling, blinds and furniture; clean items in scheduled designated areas; vacuum, shampoo carpets and clean carpets/floor using heavy industrial type scrubbers and high speed burnishes.
- Collect and dispose waste paper and trash
- Follows established procedures selecting the proper chemicals to effectively and safely clean and disinfect wash bowls, mirrors, drinking fountains and toilets; replenish towels, tissues, soap, and other restroom supplies.
- Notify management concerning need for major repairs or additions to lighting, heating and ventilating equipment.
- Removes spots of graffiti from floors, walls, woodwork, furniture, and fixtures.
- Observe safe working practices, including maintenance of storage areas. Use universal precautions when working with cleaning products; follow label instructions to mix and dilute cleansers, disinfectants and stripping agents to ensure proper strength for use. Maintain safe working areas by utilizing signs and barriers when cleaning. Correct or report any safety or fire hazards, damage, or irregularities of the buildings or equipment to the supervisor.
- Fill out daily log or report to ensure specific room cleaning schedules are met.
- Maintain strict confidentiality of privileged information encountered in the course of work at the school, on and off campus.
- Ensure that appropriate and necessary levels of inventory are on hand at assigned areas; order necessary supplies and materials; and maintain accurate records of received and distributed items.
- Screen and apply gym finishes.
- Close windows, turn off lights, and lock doors to secure buildings. Report unauthorized persons and other security problems.
- Set up meeting rooms and rearrange furniture for assemblies and other school activities.

- Participates in extensive cleaning and restoration of school buildings during summer vacation or other periods.
- Perform other related work as required.

Required Skills & Knowledge:

Knowledge of proper cleaning methods, procedures, materials and equipment; safe and proper methods of using/mixing cleaning chemicals; safety precautions in utilizing hand/power tools and equipment used in custodial work; basic plumbing, mechanical, proper use of cleaning equipment and tools; operation of small hand power tools. Skill in understanding and following written and oral instructions; completing assignments independently without immediate supervision; establishing and maintaining effective working relationships with those encountered in the course of work.

Ability to read and understand printed labels; maintain record of supplies and materials; write reports and purchase orders; perform minor maintenance and emergency repairs on building, heating, plumbing, air conditioning, and sprinkler systems; make arithmetical calculations; operate motor vehicles in a safe and legal manner; use tools required in repair work; perform basic repairs on custodial equipment such as changing belts, brushes and replacing plugs; operate various power equipment used to scrub, strip, wax, vacuum, and buff floors; perform manual tasks requiring moderate physical strength; to climb ladders to perform tasks that involve reaching, stretching, and manual manipulation and stand, bend, crouch, stoop, and twist for extended periods of time; sufficient strength and stamina to lift and carry objects weighing 50 -100 pounds, sometimes repeatedly and for long periods of time; work in areas that are exposed to dust, dirt, grease and irritating chemicals and requires use of protective gear; cooperatively working with employees, students, and the public.

Must be willing to respond to emergencies in off-hours as necessary; obtain First Aid/CPR, Fire Extinguisher and Blood Borne Pathogen training within the 60 day probationary period or at first opportunity; have a valid Nevada driver's license and be insurable under the Pyramid Lake Jr./Sr. High School vehicle insurance policy; obtain and maintain 10 hour OSHA training certification.

Must favorably pass a thorough background investigation.

Educational & Special Requirements (Degree/Licenses):

High school diploma or GED; at least one year experience of building custodial and general maintenance work.

You may contact Human Resources at (775)574-1016, EXT. 1005 or email powelle@plhs.us, for more information. You may stop by the High School to obtain an application. The High School must receive all completed applications on the closing date before 3:30 p.m. All applicants are required to comply with our Drug-Free Workplace Policy and are subject to further drug and alcohol testing throughout their employment. All employees must comply with the High School's background investigation as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25U.S. Code Section 472 and 473). Consideration shall be given to non-Indian applicants in the absence of qualified Indian Preference eligibles. The Pyramid Lake Jr./Sr. High School is an Equal Opportunity Employer and qualified candidates will be considered in accordance with the provisions of Section 703 (I) of Title VII of the Civil Rights Act of 1964, amended in 1991 and is operated under the Tribally Controlled Schools Act of 1988. Pyramid Lake Jr./Sr. High School is required to comply with the Federal regulations pertaining to the attainment and maintenance of a drug-free workplace outlined under the Drug-Free Workplace Act of 1988. An offer of employment with the Pyramid Lake Jr./Sr. High School will be contingent on the applicant's ability to pass a pre-employment drug/alcohol test. The selected applicant/contractor shall adhere to a criminal background check (Section 3 Human Resources, 3.44 Personnel hiring).