

**Monroe School District #1J**  
**365 North 5<sup>th</sup>, Monroe, OR 97456**

**NOTICE OF VACANCY, Classified Position**  
July 18, 2017

Position:	Custodian
Location:	Monroe Grade School, Monroe, Oregon
Requirements:	<ol style="list-style-type: none"><li>1. Submit to a criminal history check as required by the school district.</li><li>2. Be at least 21 years of age at the time of initial employment.</li><li>3. High School Diploma.</li><li>4. Have the necessary aptitudes for the work.</li><li>5. Such alternative to the above qualifications as the Board may find appropriate and acceptable.</li></ol>
Job Goals:	<ol style="list-style-type: none"><li>1. To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.</li><li>2. To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.</li></ol>
Beginning wage:	\$12.66 - \$12.90 per hour
Hours & work year:	Swing shift 2:00 PM - 10:30 PM, 8 hours per day, 12 months per year
Position begins:	August 15, 2017
Application Materials:	<ol style="list-style-type: none"><li>1. District application</li><li>2. Letter of application</li><li>3. Most recent educational transcripts (unofficial)</li></ol> <p>Download application: <a href="http://www.monroe.k12.or.us/employment">www.monroe.k12.or.us/employment</a> or request application by phone, mail or e-mail to: <a href="mailto:christine.manley@monroe.k12.or.us">christine.manley@monroe.k12.or.us</a> .</p> <p>Return materials to:</p> <p>Personnel Monroe School District #1J 365 North 5<sup>th</sup>, Monroe, OR 97456 541/847-6292, fax 541/847-6290</p>
Closing Date for current employees:	July 25, 2017

**TITLE:** Custodian

**REPORTS TO:** Building Administrator and/or Head Custodian

**QUALIFICATIONS:**

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. High School Diploma.
4. Have the necessary aptitudes for the work.
5. Such alternative to the above qualifications as the Board may find appropriate and acceptable.
6. Must be proficient in English both oral and written.

## **JOB GOALS:**

1. To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.
2. To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

## **ESSENTIAL JOB FUNCTIONS:**

### **I. Personal Qualities:**

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

### **II. General Duties**

1. Keeps his/her assigned building(s) of the school district and its grounds in a safe, clean, sanitary and satisfactory condition.
2. Sweeps classrooms daily and dusts furniture.
3. Cleans corridors after school each day, and during the day when their condition requires it.
4. Scrubs, hoses down, and disinfects bathroom floors daily, and cleans all sanitary fixtures and drinking fountains daily.
5. Keeps all floors in a clean and attractive condition and in a good state of preservation.
6. Cleans all chalkboards at least once a week.
7. Makes minor building repairs if knowledge allows.
8. Reports major repairs needed promptly to the building administrator.
9. Reports immediately to the building administrator any damage to school property.
10. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and his/her attendance is required by the building administrator.
11. Depending on hours worked, may assume responsibility for the (opening and) closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off. Makes sure the building alarm is properly set before leaving the building.
12. Washes all windows on both the inside and outside at least twice a year, and more frequently if necessary.
13. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
14. Depending upon hours worked, raises the U.S. flag at or before 7:30 AM on each school day, and lowers it at or after 3:00 PM.
15. Follows all District policies and those contained in the appropriate district handbook.
16. Replaces Head Custodian and performs Head Custodian duties when needed.
17. Accesses a computer and checks on announcements and notices on a daily basis.
18. Uses a computer to complete employment data on a daily basis including but not limited by days and/or hours worked, days absent and/or present and relevant history such as sick leave and personal leave.
19. Performs other tasks as assigned by the building administrator.

### **III. Timeliness**

The employee demonstrates a willingness and ability to model appropriate behavior in being timely.

1. Manages time properly.
2. Returns requests for information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner and remains throughout the

- meeting.
4. Arrives on time and work scheduled hours.
  5. Notifies the building administrator in the event of illness.
  6. Promptly informs the building administrator of problems that need attention.

**Physical Requirements:** In an eight hour day, employee may: stand/walk 6-8 hours. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation. Employee may need to bend, twist, squat, climb, and reach above shoulder frequently. Employee may need to lift approximately 100 pounds, with frequent lifting and/or carrying of objects weighing 50 pounds.

**Terms of Employment:** Full time Custodians will be employed for up to 12 months per year. Wage and benefits are as outlined and agreed to in the collective bargaining agreement between Monroe School District #1J and OSEA Chapter #83.

**Mandatory Child Abuse Reporting:** As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

**Evaluation:** Performance of this position will be evaluated annually.

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*– Monroe School District #1J – An Equal Opportunity Employer –*

*EOE. Monroe School District #1J does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status, sex, or age and provides equal access to the Boys Scouts and other designated youth groups in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.*

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Posted: 07/18/17