

Genesee Jt. School District No. 282

Job Announcement

TITLE: **Evening Custodian** (3:00 p.m. to 11:30 p.m.)*
*When school is in session (alternate hours during Summer)

CONTACT FOR

APPLICATION: Melissa Lindquist, Clerk
PO Box 98, Genesee, ID 83832
Email: mlindquist@sd282.org
Phone: (208)285-1161 Fax: (208)285-1495
Application can be found at SD282.org/Employment

QUALIFICATIONS: Demonstrated ability to accomplish the major duties and responsibilities as listed below.

PRIMARY

RESPONSIBILITY TO: Head Custodian, Maintenance Supervisor, Superintendent

JOB SUMMARY: Performs daily and long-term maintenance duties to care for building and school grounds.

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Performs such school-related duties as assigned by the supervisor.
- B. Use supplies and chemicals properly and safely, according to instructions on manufacturer's containers.
- C. Operates and cares for variety of equipment, including vacuum cleaners, buffers, shampoos, floor scrubbers, ladders, etc.
- D. Sweeps, vacuums, mops, strips, wax floors, buffs floors, etc.
- E. Dusts, washes, and polishes furniture and woodwork. Clean whiteboards.
- F. Empties and cleans inside and outside waste receptacles.
- G. Scrubs/disinfects toilets, floors sanitary fixtures and drinking fountains daily.
- H. Keeps all dispensers working and supplied.
- I. Loads and unloads furniture, materials, supplies, etc.
- J. Washes all windows inside and outside at least 2x annually or more frequently if needed.
- K. Removes snow, and/or debris from walkways and steps as directed by supervisor.
- L. Make such minor building repairs as directed by supervisor.
- M. Reports potential safety and health problems to supervisor.
- N. Opens and secures building as required.
- O. Deals with students, parents, staff, and others in a positive, encouraging manner.
- P. Knows and follows school policy and chain of command.
- Q. Reports the need for supplies and/or equipment repairs to supervisor.
- R. Maintains an inventory of supplies and equipment in janitorial closets.

- S. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
- T. Irrigates lawns and other landscaped areas as directed.
- U. Acts ethically and confidentially in all aspects of employment.
- V. Must be available during emergency closure days.

EQUIPMENT USED ON THE JOB: Including, but not limited to: vacuum cleaners, buffers, mops and buckets, power floor cleaning devices, lawn and snow removal equipment, paint brushes, rollers, and spray equipment, and common hand tools.

PHYSICAL DEMANDS: Standing, walking, sitting, frequently lifting 35-50 pounds and sometimes over 50 pounds, occasional pushing or pulling over 50 pounds, stooping, kneeling, crouching, twisting and bending, frequent reaching, occasional driving. Environmental conditions include working both inside and outside, sometimes noisy, cold, hot or drafty.

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the Superintendent's office.

The employment period shall be year-round. Summer hours to be determined.

The employee must be fingerprinted and successfully pass an Idaho Department of Education criminal background check.

SALARY: Probationary period \$12.50/hr After 60 days \$14.50 – \$15.00/hr DOE and successful evaluation.

BENEFITS Generous benefits package, including medical, dental, vision, Employer paid Life Insurance, paid vacation, sick days, personal leave, and Public Employee Retirement System.

EVALUATION: Performance of this position will be evaluated at least yearly by the Maintenance Supervisor in conformance with District policy.