

BOLING INDEPENDENT SCHOOL DISTRICT

VACANCY ANNOUNCEMENT POSTING

DATE: November 27, 2017

Position Title:

Custodian

Location:

Newgulf Elementary School

Salary Range:

\$8.45 - \$10.45 @ 8 hours per day

Length of Work Year:

260 work days per year (255 if first year working for a school district)

Primary Purpose:

Follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness and efficiency of building operations and grounds.

Position Requirements:

Knowledge of basic techniques for minor repairs of building and grounds maintenance.

Ability to operate cleaning equipment and lift heavy equipment

Properly handle cleaning supplies

Uses buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer

Some experience working with children

Illustrative Duties:

Uphold and enforce school rules, administrative regulations, and state and local board policy

Maintain a program of preventive maintenance to ensure the comfort, health and safety of students and staff.

Assume the responsibility for opening and closing the building each school day.

Establish procedures for locking, checking and safeguarding facilities.

Regulate heat, ventilation, and air-conditioning systems to provide appropriate temperatures and to ensure economical usage of fuel, water and electricity.

Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.

Develop and maintain a cleaning schedule that will include the cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment and restrooms.

Keep the school building and grounds, including sidewalks, driveways, parking lots, flower beds and play areas neat and clean.

Observe and inform supervisor of safety hazards.

Comply with local laws and procedures for the storage and disposal of trash.

Make minor building repairs as needed and report major repairs needed to the principal/supervisor.

Inspect machines and equipment for safety and efficiency.

Maintain an inventory of cleaning supplies and equipment and order additional supplies as needed.

Move furniture or equipment within the building as directed by the principal/supervisor.

Follow all safety codes and standards.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Reading; ability to understand verbal instructions

Physical Demands/Environmental Factors:

Strenuous walking, standing, and/or climbing; heavy lifting and carrying.

Work outside and inside; exposure to hot and cold temperatures; exposure to dust, toxic chemicals, and materials; slippery or uneven walking surfaces; work on ladders; work alone.

Continual standing, walking, pushing and pulling, frequent stooping, bending, kneeling and climbing (ladder).

Application Procedure:

Contact Lindsay Mahalitic, Personnel Secretary, Administration Office

Application Deadline:

December 11, 2017 or until filled

An Equal Opportunity Employee