

**TO APPLY FOR THIS POSITION, PLEASE EMAIL THE FOLLOWING ITEMS TO:
jeff.clark@amity.k12.or.us**

To apply for this position, submit the following:

Classified Application
Custodial Addendum
Job Description
Equal Opportunity Form
Three Letters of Reference
Cover Letter

**AMITY SCHOOL DISTRICT
Job Description**

Job Title: CUSTODIAL MAINTENANCE I

Reports To: Head Custodian/Administrator

Evaluated By: Administrator

JOB GOAL: To provide the students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and develop. To perform a variety of tasks involving general care of building and grounds, cleaning, repairing, maintenance, and operating the heating plant.

ESSENTIAL REQUIREMENTS: To perform this job successfully, an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability needed for the position.

1. High School Diploma or equivalent as required by OAR 581-37-030, Oregon Department of Education
2. 18 years of age or older
3. Ability to work harmoniously with others and to communicate effectively (both orally and in writing), including email, with students, parents, and staff
4. Ability to understand and follow oral and written instructions with limited supervision
5. Ability to make repairs and adjustments to structures and equipment including minor carpentry work
6. Ability to use cleaning materials and equipment with skill, efficiency, and safety; ability to care for different types of building surfaces
7. Knowledge of requirements for maintaining school buildings in a safe, clean, and orderly condition
8. Ability to complete reports as required by the administration
9. Familiarity with handling and disposal of hazardous materials
10. Ability to take charge in receiving and caring for school supplies in the absence of the principal
11. Ability to follow purchasing procedures
12. Perform physical requirements, which may include:
 - A. Moderate to extensive degree of physical stamina and frequent lifting up to 50 lbs. and occasional lifting up to 100 lbs.
 - B. Ability to lift and move furniture, desks, shelving, staging, and cleaning supplies
 - C. Ability to operate buffers, scrubbers, vacuum cleaners, and other equipment
 - D. Ability to climb ladders, stretching and bending to perform cleaning, repairs, and painting
 - E. Ability to walk to various locations within the school building and the grounds
 - F. Ability to work primarily in a standing position

- G. Possible exposure to bodily fluids in cleaning due to student injury or illness
13. Maintain appropriate professional conduct and communication toward all students, staff, and general public

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following: Other duties may also be assigned.

1. Clean areas of the school as assigned (i.e., classrooms, halls, offices, rest rooms, cafeteria, kitchen, gymnasium, etc.), sweep, scrub, wax, polish floors, vacuum, mop, buff floors, wash windows, clean chalk/white boards and walls, paint, replace light bulbs, make minor repairs, etc.
2. Sweep walks and entrances, and pick up debris on the grounds
3. Wash, scrub, disinfect rest rooms daily, and clean all sanitary fixtures, door panels, and drinking fountains daily
4. Clean up spills, pick up trash, and respond to special requests for custodial services from faculty members with supervisor approval
5. Set up, take down, and move furniture, shelving and partitions as assigned
6. Report safety, sanitary, and fire hazards to the proper authority
7. Perform routine grounds keeping duties to maintain the school grounds in a safe and attractive condition
8. Clean and polish any metal works such as hand railings and door knobs
9. Be responsible for locking doors and windows, turning out lights and securing building as assigned
10. Requisition custodial supplies and equipment as directed, assist in maintaining an inventory of supplies and equipment
11. Check daily to ensure that all exit doors are open and all panic bars are working properly during the hours of building occupancy
12. Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information
13. Assist in greeting and directing visitors to the appropriate person and location
14. Participate in complete cleaning and routine maintenance of buildings during the summer and winter breaks
15. Participate in in-service programs as assigned
16. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Possess a valid First Aid card or ability to attain one within 90 days of employment (ORS 342.169)
2. Criminal Justice Fingerprint Clearance (Board Policy GCDA/GDDA-AR)
3. Pre-employment physical may be required

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans With Disabilities Act of 1990. Persons with disabilities may contact Jeff Clark at (503) 835-2171 for additional information or assistance. Speech/Hearing impaired persons may contact the district assistance through Oregon Relay at 1-800-735-2900.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. (See addendum)

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary according to current schedule.

EVALUATION: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

I have read and understand the responsibilities and qualifications of this job description.

Signature

Date

AMITY SCHOOL DISTRICT

DESCRIPTION FOR PHYSICAL DEMANDS AND WORK REQUIREMENTS

JOB TITLE: CUSTODIAL MAINTENANCE I

LOCATION: DISTRICT

ENDURANCE

HOURS AT ONE TIME

	0	1/2	1	2	3	4	5	6	7	8
Sitting		X								
Standing							X			
Walking										
Driving			X							

TOTAL HOURS IN A WORK DAY

	0	1/2	1	2	3	4	5	6	7	8
Sitting		X								
Standing							X			
Walking				X						
Driving			X							

PHYSICAL

Lift & Carry	Never 0%	Occasional 1-33%	Frequently 34 - 66%	Continuously 67 - 100%
1-10 lbs.			X	
11-20 lbs.			X	
21-50 lbs.			X	
51-75 lbs.		X		
76-100 lbs		X		

Pushing

1-10 lbs.		X		
11-20 lbs.		X		
21-50 lbs.		X		
51-75 lbs.		X		
76-100 lbs		X		

Pulling

1-10 lbs.		X		
11-20 lbs.		X		
21-50 lbs.		X		
51-75 lbs.		X		
76-100 lbs		X		

Environmental

Indoors			X	
Outdoors			X	
Heat			X	
Cold			X	
Dusty			X	
Noisy			X	
Other				

Motions	Never 0%	Occasional 1-33%	Frequently 34 - 66%	Continuously 67 - 100%
Bending			X	
Twisting			X	
Crouching			X	
Kneeling		X		
Crawling		X		
Walk-level surface				X
Walk-uneven surface		X		
Climb stairs			X	
Climb ladder			X	
Reach - above shoulder		X		
Repetitive - use of arms			X	
Repetitive-use of wrists			X	
Repetitive-use of hands (A) Grasping (B) Squeezing			X X X	
Using foot control		X		