DIXIE SCHOOL DISTRICT

JOB DESCRIPTION: CUSTODIAN

Supervisor: Superintendent/Principal

Salary Range: $16.07 – $19.52

Conditions of work: Part time; after normal school operating hours

**SUMMARY:**

The position of a Custodian/Maintenance has the purpose of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; and ensuring that assignments are completed in a safe, proper and timely manner.

**ESSENTIAL FUNCTIONS:**

• Cleans assigned school facilities (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
• Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
• May assist with sidewalks clean, clear of snow and sanded for the safety of staff, students, and community patrons.
• May assist with arrangement of furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities, athletic events, and special events.
• Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
• Paints various surfaces as may be required (e.g. walls, ceilings, etc.) for the purpose of maintaining facilities in operating condition.
• Repairs furniture and equipment (minor repairs) for the purpose of ensuring items are available and in safe working condition.
• Assists other personnel for the purpose of supporting them in the completion of their work activities.
• Prepares facility at end of day (e.g. closing gates, locking building access doors and windows, arming security systems, minor repairs, etc.) for the purpose of ensuring school facilities are secure.
• Ability to work in inclement weather, remove snow and prevent ice buildup using snow blowers, and shovels.
• Set up and remove furniture for special events and work with evening groups utilizing the facility as needed.
• Other job duties as assigned by the Business Manager and School Principal/Superintendent.

**QUALIFICATIONS:**

• High School Diploma or equivalent.
• Washington State Driver’s License required.
• Minimum of 1 year job related experience is preferred.
• Proven ability to work independently and plan and complete tasks with minimal supervision.
• Ability to establish and maintain working relationships that foster efficiency and productivity and promotes cooperation with administrators, fellow employees, students, faculty and the public.
• Ability to maintain confidentiality in all situations.

• Employment contingent upon successful clearance of Washington State Patrol, FBI fingerprint criminal history background check.
• Attendance and punctuality are important in this position.

**WORKING CONDITIONS & PHYSICAL REQUIREMENTS:**
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. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The usual and customary methods of performing the job’s functions require the following physical demands:

• Ability to regularly walk, sit, stoop, kneel, crouch, crawl, push, and pull.
• Ability to lift up to 50 lbs.

**PROCEDURE:**

• Application can be found online at www.dixiesd.org

Note: Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and School Board approval.

Dixie School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: ADA Coordinator: Jacob Bang, Superintendent/Principal, (509) 525-5339, jbang@dixiesd.org; Civil Rights; Title IX, and Section 504 Coordinator: Jaimie Mayberry 509 509-525-5339, Jmayberry@dixiesd.org, Address: PO Box 40, Dixie WA, 99329.

Dixie School District is an Equal Opportunity Employer