



# FERN RIDGE SCHOOL DISTRICT 28J

## Job Vacancy Announcement

### Custodial Position

### 1.0 FTE Custodian

**Temporary for the 2021-2022 School Year**

October 22, 2021

Fern Ridge School District is accepting applications for a 1.0 FTE custodial position. This position is temporary for the 2021-2022 year. We are seeking hardworking, organized candidates who will become members of a cohesive custodial team.

**Job Summary** – This position performs custodial and basic maintenance to ensure the upkeep, cleanliness and safety of school buildings/grounds for students, staff and community members.

#### Benefits include:

- Starting Salary of \$15.85 - \$16.52 (depending on experience)
- PERS Eligible
- This temporary position is not eligible for insurance benefits

#### Applicants can mail, drop off or email the following:

- Letter of Application
- Classified Application
- Current Resume
- Three (3) Letters of Recommendation

**Current Fern Ridge School District employees need only to submit a letter of interest.**

#### Other Considerations:

- The successful candidate must have a fingerprint background check (cost is \$71.50) unless fingerprinting has already been done with another school district in Oregon and is on file with the Oregon Department of Education and be willing to provide evidence of compliance with all Oregon Health Authority requirements for school employees.
- The successful candidate must complete required online trainings.

Information is available at the District Office, 88834 Territorial Rd., Elmira, OR 97437, (541) 935-2253, or [www.fernridge.k12.or.us](http://www.fernridge.k12.or.us).

Closing Date: Open Until Filled  
Starting Date: To Be Determined

#### Send to:

Fern Ridge School District  
Human Resources Department  
88834 Territorial Road  
Elmira, OR 97437

#### Contact Information:

Website: [www.fernridge.k12.or.us](http://www.fernridge.k12.or.us)  
Phone: 541-935-2253 Ext 1203  
E-Mail: [msmith@fernridge.k12.or.us](mailto:msmith@fernridge.k12.or.us)

*Fern Ridge School District is an Equal Opportunity/Affirmative action/Veteran's Preference employer. For Veteran's Preference, contact the district office for information on required documentation*



## FERN RIDGE SCHOOL DISTRICT 28J

### JOB DESCRIPTION

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**Job Title:** Custodian  
**Reports To:** District Administration/Managers  
**Status:** Classified – Non-Exempt

#### **JOB SUMMARY**

Performs custodial services and basic maintenance to ensure the upkeep, cleanliness and safety of school buildings/grounds for students, staff, and community members. Perform other related work as required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Demonstrate regular and acceptable attendance and punctuality.
2. Be familiar with and adhere to all relevant District Board policies, administrative regulations, and building rules.
3. Interacts thoughtfully and courteously with students, staff, parents, and community members and resolves conflict in a professional manner.
4. Work independently and cooperatively in teams with other staff members and students.
5. Attend staff meetings.
6. Attends in-service and workshop trainings.
7. Maintains appropriate certifications and training hours, as required.
8. Completes appropriate logs, forms and paperwork, as required.
9. Reports safety, sanitary and fire hazards immediately to supervisor.
10. Reports issues to authorities as necessary, animal control, suspicious activity etc.
11. Assists or substitutes for other custodial/maintenance personnel, as necessary.
12. Maintains and ensures the upkeep, cleanliness and improvement of all school buildings.
13. Maintains all cleaning equipment, tools and supplies.
14. Maintain security by locking doors and windows, turns off lights and secures buildings at appropriate times.
15. Cleans and sanitizes areas as assigned (i.e. classrooms, halls, offices, restrooms, cafeteria, locker rooms, health room, etc.), vacuums, extracts, sweeps, scrubs, polishes, mops, and buffs all types of floor surfaces.
16. Operates and maintains floor scrubbers and other power equipment used in custodial work (buffers, carpet extractors, and vacuums) to ensure they work effectively and safely.
17. Keeps walkways, parking areas, and entrances clean and clear of debris.
18. Sets up, takes down and moves tables, chairs, equipment, shelving and partitions for meetings, athletic events and other District functions as assigned, including weekend events.
19. Washes windows, white boards, and walls.
20. Cleans furniture, windows, and metal work.
21. Maintains indoor and outdoor lighting.
22. Collects and empties all recycling and waste containers in a safe and sanitary manner.
23. Washes, scrubs and disinfects restrooms as well as cleans sinks, fixtures, and drinking fountains daily.
24. Performs a variety of basic maintenance duties including, but not limited to unplugging sinks, door maintenance, and painting.

25. Cleans up spills (including bodily fluids) in a safe and appropriate manner.
26. Responds to special requests for custodial services from staff members with supervisor approval.
27. Provides upkeep of assigned buildings and performs other custodial duties as assigned.
28. Maintains carpets as clean and spot free as possible.
29. Maintains tile, concrete, and wood floors including resurfacing.
30. Maintains cleaning supplies for staff, students, and district patrons.
31. Proper use and handling knowledge handling of various cleaning chemicals and solvents.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) or equivalent combination of education and experience. Thorough working knowledge of custodial/maintenance work, including cleaning methods and materials and the use of custodial equipment equivalent to that gained in one year of experience. Six (6) months previous experience working in a sanitation or custodial position preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to successfully and appropriately work with students, staff, parents and community members.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute and apply rate, ratio, percent and volume.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage required.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to operate a variety of custodial/maintenance equipment including buffers, carpet extractors, and vacuums, etc. Ability to exercise good judgment to meet timelines and work in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including ability to obtain and maintain a valid First Aid Card, Oregon Driver license, and other training as assigned by the District.

## SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

## **WORKING CONDITIONS & PHYSICAL REQUIREMENTS**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties, and responsibilities of the job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, kneel, crouch, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance and smell. The employee must regularly lift and/or move up to 75 pounds and occasionally more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus, depth perception and peripheral vision. The employee must be able to demonstrate strength and dexterity to operate maintenance tools and machinery, cleaning equipment, and hand or power tools.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The work environment is a standard school and school grounds setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population, activities and/or equipment used. The employee is exposed to a variety of conditions including wet or humid conditions, work near moving parts, work in high precarious places, a variety of cleaning agents, some hazardous chemicals, fumes and airborne particles, outdoor weather conditions, risk of electrical shock and vibration. The employee may be exposed to bodily fluids and bloodborne pathogens.

### **OTHER**

Note: This is not necessarily an exhaustive or all inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms of conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.