

Dayville School District 16J

Has the following position open:

CUSTODIAN

Position is full time, 12 months per year.

Starting wage is as stated in the
Classified Collective Bargaining Agreement.
(May be placed in higher wage bracket with experience)

Candidates may secure an application packet from the school's
website at:

www.dayvilleschools.com/employment-opportunities

or by contacting:

Jose Melendez, Superintendent
Dayville School District 16J
P.O. Box C

Dayville, OR 97825

(855) 617-2412

e-mail: melendezj@grantesd.k12.or.us

Position will remain open until filled.

Dayville School District 16J is an equal opportunity employer.



DAYVILLE SCHOOL DISTRICT 16J

285 School House Rd. ~ P.O. Box C

Dayville, Oregon 97825

(855) 617-2412 fax (866) 847-2155

<https://www.dayvilleschools.com>

Job Title:	Facilities Custodian	Job Category:	Classified
Location:	Dayville School	Travel Required:	Travel May Be Required
Level/Salary Range:	Classified Pay Scale	Position Type:	Full Time Preferred/ Part Time may be considered
HR Contact:	Business Manager		
Coordinates with:	Facilities Coordinator	Reports to:	Superintendent

Job Description

ROLE AND RESPONSIBILITIES

- Under general supervision of the superintendent, and the direct coordination of the facilities coordinator, performs duties/tasks to maintain/upkeep the school grounds and buildings. Completes assigned tasks to ensure upkeep, safety, health and cleanliness of buildings and grounds. Ensures a well-maintained, safe learning and working environment for students and staff. Promotes a healthy classroom environment for staff and students. Maintains necessary cleaning supplies and equipment. Creates a sense of community within the school and establishes positive, supportive relations with staff, students and community.
- Keep buildings, sidewalks, driveways and play areas neat and clean at all times.
- Daily – secures the buildings by A – Locking the buildings after completing cleaning duties, checking all doors inside and outside the building; and B – Closing and locking windows and turning off all lights (except safety lights).
- Attendance of safety committee meetings if requested by facilities coordinator.
- Keep inventory of cleaning supplies and equipment on hand and make requests to facilities coordinator for needed replacement of inventory.
- Maintains a routine schedule for cleaning spaces of less frequent use, highly coordinated with facilities coordinator.
- Daily cleans A – classrooms, offices, library, workrooms, lounges, restrooms, halls and gymnasium including furniture, walls and woodwork. B – scrub and disinfect all toilet facilities, drinking fountains and sanitary fixtures. C – Refill all paper, soap and other fixtures. D – Cafeteria floors in a manner that meets all Health Department requirements. E – Gymnasium and after all functions: Locker rooms, bleachers, floors, etc. F – Wash all school windows. G – Decontamination of equipment and work areas after contact with blood or other potentially infectious materials to help prevent bloodborne pathogens.
- Confers with facilities coordinator in conducting bi-weekly inspections and an ongoing program of general maintenance, upkeep, repair of buildings, and grounds as appropriate.
- Makes minor repairs when capable of doing so, as directed by facilities coordinator.
- Complies with all laws and procedures for the storage and disposal of trash, rubbish, waste and storage of all chemicals (cleaning, etc.).
- Understand the policies of the school district and the school handbooks.
- As needed, required to acquire and update skills related to position. Promotes and demonstrates lifelong learning.
- Participates in district professional development activities as deemed necessary by the superintendent.
- Understands that the position has significant requirement for self-monitoring, motivation, sense of responsibility, stewardship, work ethics, integrity and honesty at all times while on the job.

- On call for emergencies, commitment is a required part of this job.
- As needs arise, and as appropriate, other duties assigned by the superintendent.
- Other job-related tasks and terms of employment are contained in the written contract and/or in the district handbook.

COORDINATES WITH:

- Facilities Coordinator or if unavailable, with the Superintendent:
 - a. Requests for cleaning supplies and equipment
 - b. Reports immediately any damage to school property
 - c. Reports immediately any need for major repairs
 - d. Reports immediately any need for heat, ventilation or air conditioning systems to provide temperatures appropriate for the season and to insure economical usage of fuel, water and electricity.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- High School Diploma
- An aptitude for successful fulfillment of assigned performance responsibilities. Physically able to perform and assigned work – lift 40+ pounds.
- Meet employment standards including criminal background check and fingerprinting.

PREFERRED SKILLS:

A working knowledge of how to clean bathrooms fixtures, floors, walls, windows and all other school custodial duties, and preventative maintenance programs.

Additional Notes:

Cleaning checklist is attached.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time