Coquille School District 8

1366 N Gould
Coquille, Oregon 97423
Phone: 541-396-2181 Fax: 541-396-5015

DATE: September 3, 2020

TO: All Interested Parties

FROM: Teri Pointer, Business Manager

SUBJECT: Notice of Vacancy – **Internal and External**

Coquille School District has the following opening:

POSITION: **Custodian, 8 hours per day, Monday through Friday**

SALARY: **$14.47 to $17.11 per hour DOE Excellent Fringe Benefits**
Employer Paid PERS

COMPLETE APPLICATION: **A Complete Application Consists of:**

1) Letter of interest
2) Classified Application (on-line at):
   http://www.coquille.k12.or.us/employment.html
3) Resume
4) Letter of Recommendation

SEND TO: Teri Pointer, Business Manager
Coquille School District 8
1366 N Gould
Coquille, OR 97423
Or Email: tpointer@coquille.k12.or.us

CLOSING DATE: Open until Filled

TERMS OF EMPLOYMENT: Pre-employment drug testing and background check required

Coquille School District is an EOE.

If you have a disability and need this publication in an alternate form, please contact Coquille School District 8 541-396-2181

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Coquille School District 8
Job Description

Job Title**: Custodian** Assignment: **TBD**

Reports to: **Principal & Maintenance Supervisor** Evaluated by: **Maintenance Supvr**

Position Overview: This position has the responsibility of maintaining the physical school plant and grounds in a condition of operating excellence through routine custodial, cleaning repair and maintenance work. Persons in this position may be required to work in different buildings as needs arise.

1. Essential Job Functions:

a) Maintain a cooperative relationship with coworkers, staff, students, and the public.
b) Sweep, mop, wax, and polish floors and sidewalk areas, vacuum carpets.
c) Empty wastebaskets & other refuse containers.
d) Clean bathrooms, classrooms, & offices, replenish supplies.
e) Move furniture as necessary for school programs, clean furniture as needed.
f) Open buildings in the morning, and secure buildings at end of shift.
g) Perform minor repairs & adjustments to building fixtures & equipment.
h) Monitor building for safety violations and maintenance problems, report to Principal and/or Maintenance Supervisor.
i) Other duties as assigned

2. Other Job Functions:

a) Assist in training of new, temporary, and substitute custodial employees.
b) After hours cleaning of athletic facilities if applicable.
c) Unload and unpack supplies, store stock received and dispose of used shipping cartons.
d) Replace light tubes and bulbs.

3. Qualifications:

a) Knowledge of:

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i. Cleaning methods
ii. Use of cleaning materials & equipment
iii. Building maintenance
iv. Safety standards & practices

b) Ability to:

i. Maintain satisfactory attendance
ii. Climb & work on ladders
iii. Comprehend and follow oral and written instructions

4. Experience:

a) Prior custodial or janitorial work experience preferred.

5. Physical Requirements:

In an eight-hour day, employee may

a)	Stand/Walk	5-6 Hours	
b)	Drive	1-2 Hours	
c)	Sit	3-4 Hours	
d)	Stoop/Squat/Bend	1-2 Hours	
e)	Lift/Carry	1-2 Hours	Up to a weight of 50 lbs
f)	Climb Stairs	Occasionally	
g)	Use hands for repetitive motions	Frequently	
h)	Use feet for repetitive movements	Frequently	

Note: If hired, no unauthorized comments or postings about district business or students are allowed on social media.

This job description, developed November 27, 2018, supersedes all prior descriptions for this position.

I have reviewed this Job Description and understand the contents.

_____ _____
Employee Date

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

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