

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Custodial

Posting Dates: Open Until Filled

The Olympia School District Human Resources Office is now accepting applications from current employees for the following positions. Interested employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Substitute Custodian	Variable Times/Shifts	Support Service Center
<i>Olympia School District will review applicants for this job opening, and will extend an offer of conditional employment to the successful, most qualified, applicant. A conditional job offer is contingent upon receipt of results of a satisfactory functional employment screening designed solely to determine if the successful applicant has the physical ability to perform the lifting, carrying, bending, climbing, sustained physical effort, and all other physical duties of the position being offered. The conditional job offer will be valid for 2 weeks; the district will provide instructions on where and how to obtain the required functional employment screening. The functional employment screening will be conducted at no cost to the successful applicant.</i>		
<i>Salary: Teamsters Salary Schedule - \$15.10 - \$18.17 per hour</i>		

Position Statement: The purpose of the "Substitute Custodian" is to maintain an attractive, sanitary and safe facility; provide adequate arrangements for meetings, classroom activities and events; minimize property damage, loss and liability exposure; and complete cleaning assignments in a safe, proper and timely manner.

Essential Job Functions:

- **Arranges** furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events.
- **Cleans** school facilities and administration facilities (i.e. classrooms, offices, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- **Informs** students, other site personnel and supervisor for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities.
- **Performs** duties as described in the "shift custodial work plan" and all other duties as assigned for the purpose of providing an attractive, sanitary, and safe facility
- **Secures** facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Repairs** furniture and equipment for the purpose of ensuring that items are available and in safe working condition.
- **Requests** equipment and supplies for the purpose of maintaining inventory and ensuring availability of items as needed to properly maintain facilities.

Job Requirements - Qualifications:

- **Experience Preferred:** Prior job related experience in school or institutional setting.

- **Skills, Knowledge and/or Abilities Preferred:**

Skilled in the use and care of custodial power equipment including swing scrubbers, auto scrubbers, blowers, vacuums, etc. and in floor care techniques including vacuuming, stripping, waxing, shampooing, etc.

Knowledge of methods and use of cleaning agents; supplies and equipment; basic math to calculate accurate dilution and ordering of cleaning agents; and safe work practices.

Abilities to stand for prolonged periods, follow oral and written instructions, adhere to safe work practices, work independently with minimal supervision, perform a variety of tasks, adjust to flexible assignments often with short notice, and communicate with students, staff and the public. Significant physical abilities include lifting (50 lbs)/carrying/pushing/pulling, stooping, reaching/handling, near/far visual acuity/depth perception and safely working from ladders or personnel lifts.

- **Education Required:** High School diploma or equivalent.

- **Licenses, Certifications, Bonding, and/or Testing Required:** Valid Driver's License, evidence of insurability, and Criminal Justice Fingerprint Clearance.

Equal Employment Opportunity: The Olympia School District No. 111, does not discriminate on the basis of age, race, creed, color or national origin, gender, marital status, or non-job related physical, sensory or mental handicap in its educational programs, activities, employment procedures and personnel practices as required by state and federal laws. Experience and expertise in working with individuals from diverse backgrounds are desirable in applicants for all district positions. Inquiries or complaints regarding compliance with these laws should be directed to Affirmative Action Officer, Scott Niemann, Olympia School District No. 111, 1113 Legion Way S.E., Olympia, Washington 98501 (360) 596-6185. Complaint forms are available from the Affirmative Action Officer for concerns in the regulated areas of Affirmative Action, Title IX (Education Amendments of 1972) and Section 504 (Vocational Rehabilitation Act of 1973).

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: **(360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.**