



Custodian

Reports to: Business Operations Manager
Pay Rate/Status: \$15/hr. (Permanent hourly, FLSA non-exempt) – 15-20 hrs
Opening date: 3/9/2021
Closing date: Open till filled

General statement of duties: Performs routine custodial duties and minor maintenance and repair work on building, grounds and vehicles; does related work as required.

Distinguishing features of the class: An employee in this classification is responsible for the routine custodial duties and minor maintenance and repair work at the Coffield Center and surrounding property and district vehicles. Work is performed under the general supervision of the Business Operations Program Manager who reviews work based on direct observation and feedback from patrons/facility users. Supervision is not normally a responsibility of positions in this classification.

EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

(Illustrative only. Any single position of a class will not necessarily involve all the duties listed, and many positions will involve duties that are not listed.)

- Performs basic cleaning of building and vehicles, which may include vacuuming all carpets and mopping hallways and floors; washing windows; cleaning restrooms; collecting and disposing of trash/recycling.
- Performs basic maintenance to grounds including trash removal, unclogging drains, minor landscaping, snow removal etc.
- Move and/or setup tables/chairs as appropriate for meetings, programs, and classes.
- Tracks and documents preventive and routine maintenance on building systems and vehicles.
- Performs minor maintenance including fixing leaky faucets, replacing light bulbs, repairing locks, painting, etc.
- Maintain inventory of supplies required for cleaning.
- Maintain appropriate facility custodial and maintenance records.
- Ensures facility in compliance with safety protocols.
- Ability to work flexible hours when necessary due to a facility emergency, inclement weather or district need.
- Maintains positive public relations by representing the district to the public in a positive and professional manner.
- Provides excellent customer service.

DESIRABLE QUALIFICATIONS:

Knowledge: Considerable knowledge of the methods, procedures, and supplies used in custodial cleaning; related safety practices and precautions.

Skills: The use of cleaning equipment; repair of building fixtures.

03/08/2021



Abilities: Work independently; exercise initiative and judgment in completing tasks and responsibilities; understand and follow written and oral instructions; lift and move office furniture; establish and maintain an effective working relationship with other employees and patrons.

Physical demands of the position: While performing the duties of this position, the employee is frequently required to bend, twist, kneel, stoop, crouch, often in conjunction with reaching for and manipulating objects. This position requires the employee to stand and/or walk for over 90% of the work period. The position requires mobility including the ability to move materials weighing up to 50 pounds on a regular basis such as boxes, bags, small equipment, etc. and may occasionally require the employee to move or manipulate materials heavier than 100 pounds with the assistance of a dolly or cart. Manual dexterity and coordination, including but not limited to grasping and squeezing, are required for the vast majority of the work period. Work is performed indoors and outdoors, thus exposure to temperature or weather extremes is possible. Exposure to loud noise is moderate and occasionally requires the use of ear protection. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Personal protective equipment: Position requires the use of chemical resistant/liquid-proof gloves, ear protection, Chem-Guard goggles, safety glasses. Particle Mask; when dusting and other misc. tasks where needed. Closed toe, rubber soled shoes at all times (assists with traction on slippery surface).

Necessary special requirements: Possession of or ability to obtain a valid Oregon driver's license; safe driving record. Ability to pass a criminal background check.

Experience and training: One year of responsible experience in building custodial/ light maintenance work; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties. Ability to pass a criminal background check.

ADDITIONAL INFORMATION:

Equal Opportunity Employer

03/08/2021