



# Sisters School District

“Home of the Outlaws”

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Curtiss Scholl  
Superintendent

## Permanent, Full-time Custodian for Sisters School District

**Posted:** January 23, 2019

Sisters School District is looking for a Permanent, Full-time Custodian.

### **Qualifications:**

1. Demonstrated aptitude or competence for assigned responsibilities (high school diploma or equivalent preferred).
2. Knowledge of and ability to apply skills pertaining to general school housekeeping.
3. Able to perform strenuous physical labor (must be able to lift up to 50 lbs.)
4. Ability to establish and maintain effective communication and working relationships with students, staff, parents, and general public.
5. Ability to work without close supervision.
6. Knowledge of and ability to perform basic computer skills.

**Reports to:** Director of Operations

**Job Goal:** To clean and maintain the physical facilities in the most effective and efficient manner possible.

### **Performance Responsibilities:**

1. Performs daily upkeep and cleaning of assigned area without direct supervision.
2. Exercises initiative to provide quality services and maintenance of assigned area within the established time frame.
3. Promptly reports needed repairs and/or damage using the computerized work order system.
4. Reports safety issues immediately to a supervisor.
5. Assumes daily responsibility for the security of assigned area.
6. Conducts an ongoing program of general maintenance, upkeep and repair of assigned area.
7. Assists with all grounds maintenance and/or repair of outdoor facilities when directed.
8. Assists in necessary snow removal or other such tasks as the weather may dictate.
9. Participates in appropriate in-service training programs and meetings as directed.
10. Performs preventative maintenance and/or other activities necessary to the District's operation during seasonal times when school is not in session.
11. Performs preventive maintenance and upkeep of custodial equipment.
12. Performs event set-up and strike. For large events; event coordinator will provide physical support.
13. Assists facility maintenance staff in light replacement.
14. Performs other duties as required by the District.

**Salary:** \$13.94 - \$21.72 SWING during school year; \$13.53 - \$21.08 DAYS during summer.

**Contract days for full year:** 240 (197 SWING; 43 DAYS) Pro-rated for 2018-2019.

**Hours of the day:** 8 hours per day 3:00-11:30 pm M-F during school year; Days during summer

**Position Closes:** Open Until Filled.

**Start Date:** March 22, 2019.

**Terms of Employment:**

Twelve-Month position. Salary dependent upon the Classified Collective Bargaining Agreement and experience.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Agreement between Sisters School District #6 and the Oregon School Employees Association, Chapter #92, and District administrative procedures.

**Application Submission:**

If you are interested in applying to be Custodian, please send a completed SSD Application, Cover letter, resume and two letters of recommendation to the Human Resource Department at:

Sisters School District Attn: Shirleen Cundiff  
535 E. Cascade Ave.  
Sisters, OR 97759

Please check our website @ <http://ssd6.org/departments/humanresources/jobs> for an application or call Shirleen @ 541 549-8521 #5021.