



# Sisters School District

“Home of the Outlaws”

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Curtiss Scholl  
Superintendent

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

POSTING DATE: February 20, 2019

The Sisters School District is looking for a permanent, Full-time Lead 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. Ability to provide guidance and direction to all custodians.
7. 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 and to guide and direct custodians in the building. Co-ordinate work tasks and organize work to coincide with activities in the building. Communicate with other lead custodians, coordinate the ordering of supplies and participate in special projects. Write work orders for work that needs to be completed in and around the building and keep in close contact with supervisor regarding all building custodial issues.

### 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. Provides guidance and direction to custodians in all buildings.
12. Performs preventive maintenance and upkeep of custodial equipment.
13. Performs event set-up and strike. For large events; event coordinator will provide physical support.
14. Assists facility maintenance staff in light replacement.
15. Performs other duties as required by the District.



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**Contract:** 240 days per year; Monday– Friday 3:00 pm – 11:30 pm.

**Salary:** \$14.52 - \$22.63 Days / \$14.96-\$23.30 SWING depending on experience and the CBA; Full Benefits.

Start Date: March 29, 2019

**Position Closes:** Until Filled.

**Submission Details:** Submit your completed Sisters School District Application, Cover letter, resume, and two letters of recommendation to the HR Department:

Shirleen Cundiff  
525 E. Cascade Ave.  
Sisters, OR 97759