



**PARKROSE SCHOOL DISTRICT #3
10636 NE PRESCOTT
Portland, Oregon 972202699
503-408-2100**

PLEASE POST

MARCH 20, 2012

VACANCY FOR 2011-2012

**JOB TITLE: 1 – 8 hour Middle School Custodian
4:00 PM TO MIDNIGHT SHIFT**

JOB PURPOSE:

Job Purpose Statement/s: The job of “Custodian” is done for the purpose/s of maintaining an attractive, sanitary and safe facility; providing adequate arrangements for meetings, classroom activities and events; and minimizing property damage, loss and liability exposure.

Essential Job Functions:

- **Arranges** furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events.
- **Cleans** school facilities (i.e., classrooms, offices, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- **Delivers** variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing the materials to the appropriate parties.
- **Informs** students, other site personnel and supervisor for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities.
- **Secures facilities** and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site.

Other Job Functions:

- **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, Required:** Prior job related experience.
- **Skills, Knowledge and/or Abilities Required:**

Skills to use cleaning agents; supplies and equipment; perform basic math to calculate accurate dilution of cleaning agents.

Knowledge of methods and use of cleaning materials, equipment, supplies, safe work practices and HVAC operation.

Ability to lift a maximum of 75 pounds

Ability to push or pull a minimum of 75 pounds

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 lifting/carrying/pushing/pulling/ stooping/ reaching/handling, near/far visual acuity/depth perception.

Regular attendance must be Maintained

- **Education Required:** High School diploma or GED.
- **License, Certifications, Bonding, and/or Testing Required:**
 - Criminal Fingerprint Clearance which is a \$77.00 cost to the employee (may be a payroll deduction)
 - Driver's license and evidence of insurability

REPORTS TO: District Facilities Supervisor

**TERMS OF
EMPLOYMENT:**

Job Classification F - STARTS AT \$13.05 an hour

8 hours per day, Five days a week – Mon, Tues, Wed, Thurs & Sunday

260 Days a year

Salary and fringe benefits as per Agreement between Board of Education and O.S.E.A. (Oregon School Employees Association)

CLOSING DATE:

March 26, 2012 at 4:00 p.m.

Applications received by the above date will be given first consideration

**APPLICATIONS
TO:**

HUMAN RESOURCES

ATTN: Mary King, HR Assistant

Please include:

- District Application
<http://do.parkrose.k12.or.us/index.php?id=226#classified>
- Resume
- Letter of Introduction
- Three current letters of recommendation

** An Equal Opportunity Employer.
strongly encouraged to apply.*

Applicants with culturally diverse backgrounds are