

SUGAR-SALEM SCHOOL DISTRICT NO. 322

Announcement of Vacancy

Sugar-Salem School District has the following vacancy for the
2024-2025 School Year:

Full Time Custodian

QUALIFICATIONS

1. High school diploma or General Education Degree
2. Minimum experience as determined by the Board in plant operation and maintenance, cleaning methods and procedures, repairs, security, heating and ventilation, care of carpet, cleaning, housekeeping, and proper handling of hazardous materials
3. Is familiar with material safety data sheets and asbestos abatement documents
4. Ability to perform long periods of standing; walking; climbing; stooping; kneeling; bending and twisting at the neck and trunk; moving of furniture; pushing/pulling items such as tables, bleachers, and scrubbing machines; frequent lifting of objects weighing up to fifty pounds and occasionally move objects weighing up to ninety pounds; and climbing ladders
5. Ability to use hands and fingers to handle or feel objects, to reach above the head and reach forward, to grasp tools
6. Ability and willingness to do general cleaning and minor repairs
7. Self-motivated
8. Works well under pressure and deadlines
9. Works well with students and staff
10. Excellent interpersonal, communication, and organizational skills
11. Maintain confidentiality of staff and students

JOB SUMMARY

To provide students and staff with safe, clean, and comfortable school environment.

MAJOR DUTIES AND RESPONSIBILITIES

Other Building Maintenance

1. Clean classrooms, offices, the library, and the faculty room daily including dust mopping, vacuuming, dusting, and emptying waste baskets in these areas
2. Clean corridors after each school day, and during the day when their condition requires it
3. Clean and sanitize bathroom and locker room fixtures and floors daily, and replenish paper and soap supplies as needed
4. Clean and sanitize all fixtures including telephones, door handles, and drinking fountains daily
5. Clean the cafeteria dining areas after use
6. Clean all windows on both the inside and outside as scheduled
7. Identify maintenance problems and report larger problems to the appropriate person in a timely manner
8. Keep maintenance closets in a clean and tidy condition
9. Use supplies and chemicals properly and safely according to instructions on the labels of the manufacturer's containers

Other

1. Communicate information and needed repairs to staff working the following shift for further follow up or repair

2. Obey all federal and state law, administrative rules, and Board policy pertaining to plant operation, fire, safety, and environment
3. Comply with all federal and state law, administrative rules, and Board policy pertaining to the storage and disposal of recyclables, trash, waste, and debris
4. Maintain and prepare work related records and reports as directed
5. Inform the maintenance and grounds supervisor or night shift head custodian of replacements in advance of need
6. Keep maintenance closets in a clean and tidy condition
7. May be required to wear a standard uniform selected by the district for security purposes
8. Remain on school premises for entire shift
9. Keep an inventory of supplies and equipment and inform the maintenance and grounds supervisor or night shift head custodian of replacements in advance of need
10. Assume responsibility for his or her continuing professional growth and development through such efforts as attendance at in-services
11. Seek assistance should emergencies arise
12. Represent the school district in a positive manner
13. Know and follow school district policy and chain of command
14. Perform other duties as assigned
15. Oversee recycling efforts

EVALUATION

Performance of this position will be evaluated annually by the maintenance and grounds supervisor and/or building principal in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
 I.C. § 33-1210 Information on Past Job Performance

Work Schedule: Monday-Friday, 6:30am-3:00pm

Posting Date: 03/26/24

Closing Date: Open Until Filled

Special Instructions

Applications may be downloaded from www.sugarsalem.org. Please attach your resume at the time your application is finalized and submitted to jrobbins@sugarsalem.com. Attachments can be either a MS Word document or a .pdf file (recommended). Applications are also available at the District Office located at 105 West Center, Sugar City, ID 83448

Contact Info

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