Position: Custodial Substitute Pool
District

Employment Status: Days and Times Vary
Employee may be transferred or reassigned to other custodial positions or locations, depending upon needs of district. This position is represented by PSE Association

Salary: $16.52 per hour

**JOB SUMMARY:**
The responsibilities of this position are to maintain the cleanliness, sanitation, and safety of an assigned school district facility; provide maintenance work as necessary; prepare the facility for school, sporting, and public events as needed; ensure the assigned facility is secure and in compliance with health and fire codes; respond to emergency situations. See District Maintenance Manual for specific duties by assignment.

**ESSENTIAL FUNCTIONS:**
Prioritize and perform regular maintenance duties depending on assignment as outlined in the District Maintenance Manual to include the following:
1. Clean assigned district facility to provide a sanitary and safe environment for student learning and support functions; vacuum, dust, mop, clean windows and walls, sweep, clean bathrooms and showers, pick up and empty trash/recycling, may change lights/ballast, fill soap and paper products containers, remove graffiti and provide a wide variety of cleaning and custodial services and help develop and adhere to a regular cleaning schedule: deep cleaning of high-traffic and high-occupancy areas as necessary.
2. Inspect, troubleshoot, and perform repair and preventative maintenance functions as necessary for the facility, roof membranes, grounds, bleachers, lockers, hardware, lighting, playground/sports equipment; perform regular maintenance and vandalism repairs as necessary, including interior/exterior painting and boiler operations depending on assignment; document repairs/maintenance as necessary.
3. Secure and/or lock building doors for security according to established procedures; inspect premises.
4. Set up and take down a wide variety of equipment and furniture for events, assemblies, food service, public use of school facilities and other functions; move a variety of equipment and furniture as needed to meet the needs of students, staff and the public; assist teachers, students and administrators in locating needed equipment and providing regular and emergency cleaning.
5. Maintain building safety and security by checking locks and alarms; note and report needed repairs and other safety or security risks.
6. May assist in the performance of major summer cleaning of facility, including floor finishes, furniture, equipment and repairs to prepare buildings for the start of the student school year; some positions may perform interior painting.
7. Perform major cleaning during spring and winter breaks as noted above.
8. Stock and notify day custodian of supplies/materials to be ordered and/or order supplies/materials as assigned.
9. Provide supervision to student helpers as assigned: trains, monitors, motivates, coaches and corrects students in custodial tasks.
10. Perform minor non-technical maintenance duties such as painting, carpentry, plumbing, and other minor needs.
11. Operate and provide preventative maintenance for heating and ventilating equipment, including replacing filters and cleaning and adjustments as appropriate.
12. Assist with maintenance of grounds as assigned, by sweeping/blowing walkways, removing litter, clearing ice or snow, and related maintenance of an attractive school facility; may perform landscaping and weeding of grounds.
13. Comply with all health and fire codes/laws, codes, and procedures for maintaining fire extinguishers, storage of supplies and disposal of garbage.
14. Observe all district safety policies and procedures and equipment maintenance and operation guidelines for district employee, student, and public safety; wear protective gear as necessary (ear/eye protection, aprons, gloves, etc.)
15. Complete and maintain paperwork, logs, and records as necessary.
16. Maintain effective communication with administration, students, parents, staff, sales representatives, and the public for safety, security and public relations.
17. Read and understand operations and maintenance manuals; attend appropriate training as required.
18. Serve as member of the maintenance team of the District: perform related duties consistent with the scope and intent of the position.
19. Keep custodial and receiving rooms in designated work areas clean and in order.
20. Ability to work effectively with students.
21. Other custodial duties as assigned by custodian and/or principal.

**MENTAL DEMANDS**

Requires knowledge of routine repairs and maintenance, including some painting, electrical, carpentry, plumbing and other general maintenance; requires ability to learn the operation of a variety of cleaning equipment and tools; requires performing intermediate-level reading, writing, arithmetic, and logic processing skills; requires ability to follow verbal and written instructions; requires good vision to read labels and to operate, repair, and maintain equipment and facilities; knowledge and understanding of product and equipment application/operation and safety, health and safety codes, standards, and procedures; knowledge and understanding cleaning methodology and practices; requires good depth perception, balance, hearing, and hand/eye coordination; work at times is fast paced, routine, and repetitive, requiring concentration and attention to task and ability to make independent decisions; requires day-to-day communication, rapport-building, negotiation and conflict resolution, and customer service skills to work with a wide range of student, staff and public behaviors; frequently will experience interruptions; required to shift focus to respond to student, staff and public needs; requires cooperation and ability to work as a team member.

**PHYSICAL DEMANDS**

Must be capable of standing and walking for prolonged periods without restrictions; must be able to reach, grasp, handle and grip without difficulty on a continuous basis; must be able to stoop and bend or squat on a frequent basis ranging from slight forward bending to floor level; must be able to lift and carry objects ranging from reaching and lifting from floor level to above the should on a constant to frequent basis weighing 0-50 pounds; must be able to push and pull occasionally depending on work assignment; frequently required to move heavy objects such as furniture or equipment, assistance may be requested; occasionally climb electric or hand ladders or work on scaffolding and/or scissors-platform lift at elevations up to 40 feet above ground level; occasionally work on roofs of single and two-story buildings; occasionally required to work in confined spaces; required to operate power equipment such as buffers and scrubbers; requires use of trade tools at a semi-skilled level; exposure to paints, adhesives, cleaning and stripping chemicals, depending on assignment exposure to lawn care products; required to wear protective gear such as gloves, masks, ear/eye protection as necessary; exposure to moving equipment and machinery (including flying debris), vibration and jarring; and noise
from power equipment and in areas where children are present; exposure to changes in temperature and climatic conditions, wet-humid conditions, dust, cold/hot; requires work outdoors in any kind of weather; may be exposed to diseases carried by students may be required to restrain out-of-control students.

**MINIMUM QUALIFICATIONS**
High school graduation or equivalent and experience with cleaning equipment and techniques; appropriate licenses/training (such as pesticide or hazardous materials) as required by law/depending on assignment.

**SPECIAL REQUIREMENTS**
Satisfactory background clearance results (fingerprinting required); proof of ability to work in the United States; valid Washington State driver’s license.

**APPLICATION PROCEDURES:**
Applicants must have the following information on file in the district office.
1. District classified application form
2. Letter of interest providing working experience as it relates to the experience, qualifications, duties and responsibilities outlined in this posting

**SELECTION PROCESS TIMELINE**
Position is open until filled.

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<th>Inquire to:</th>
<th>Meridian School District</th>
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<tr>
<td></td>
<td>David Forsythe, Assistant Superintendent</td>
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<tr>
<td></td>
<td>214 W. Laurel Road</td>
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<td>Bellingham, WA 98226</td>
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<td>(360) 398-7111</td>
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<td><a href="http://www.meridian.wednet.edu">www.meridian.wednet.edu</a></td>
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The Meridian School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex or handicap. This district is a smoke free/drug free workplace. EOE.