**MERIDIAN SCHOOL DISTRICT**

**EMPLOYMENT OPPORTUNITY**

**CUSTODIAN: FREIGHT RECEIVING**

**Opening Date for PSE Members:** August 18, 2014  
**Posting No.:** CL1415-008  
**Closing Date for PSE Members:** August 25, 2014

**Opening Date for Outside Applicants if Needed:** August 26, 2014  
**Closing Date for Outside Applicants if Needed:** Until Filled

**Location**  
Meridian Middle School & Meridian Middle School

**Employment Status**  
2.5 hours per day (Times TBD), 7 days per year (Days TBD)

Employee may be transferred or reassigned to other custodial positions or locations, depending upon needs of district. This position is represented by the Public School Employees Association (PSE).

**Salary**  
$16.68 to 19.52 per hour, depending upon experience, based upon the 2014-2015 PSE Salary Schedule

**JOB SUMMARY**  
The responsibilities of this position are to receive/offload, deliver and stock freight and commodities as coordinated by the Maintenance Supervisor and Food Services Supervisor

**ESSENTIAL FUNCTIONS:**  
Prioritize and perform regular maintenance duties depending on assignment as outlined in the District Maintenance Manual to include the following:

1. 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.)
2. Complete and maintain paperwork, logs, and records as necessary.
3. Maintain effective communication with administration, staff, sales representatives, and the public for safety, security and public relations.
4. Read and understand operations and maintenance manuals; attend appropriate training as required.
5. Serve as member of the maintenance team of the District: perform related duties consistent with the scope and intent of the position.
6. Keep custodial and receiving rooms in designated work areas clean and in order.
7. Other custodial duties as assigned by supervisor.

**MENTAL DEMANDS**  
Requires knowledge of routine repairs and maintenance; 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; 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 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:
Current PSE employees may submit a letter of interest providing working experience as it relates to the experience, qualifications, duties and responsibilities outlined in this posting
Outside applicants must have the following information on file in the district office.
1. Letter of interest providing working experience as it relates to the experience, qualifications, duties and responsibilities outlined in this posting
2. Resume
3. District Classified application form
4. Completed Reference Release Form
5. Completed Applicant Disclosure Statement

Inquire to:  Meridian School District
            David Forsythe, Assistant Superintendent
            214 W. Laurel Road
            Bellingham, WA 98226
            (360) 398-7111
            www.meridian.wednet.edu

The Meridian School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Title IX, ADA, and Compliance Coordinator (RCW 28A.640/28A.642) David Forsythe, Assistant Superintendent, 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111. Section 504 questions and complaints can be directed to Dr. Carolyn Jenkins at 214 W. Laurel Rd., Bellingham WA 98226. 360-398-7111.

The Meridian School District is a drug-free/tobacco-free workplace. All new employees must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of a satisfactory check.