

September 30, 2025

J O B A N N O U N C E M E N T

HIGH SCHOOL CUSTODIAN

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Valid Washington Driver's License with no major violations in the past three years.
3. Ability to work well with others.
4. Ability to occasionally lift up to 100 pounds and climb ladders.
5. Must be able to effectively communicate verbally and in writing.
6. Experience in custodial work or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:
 - a. Working knowledge of cleaning methods, materials, and equipment.
 - b. Ability to make minor repairs and adjustments to building's fixtures and equipment.
7. Must be able to follow oral and written directions and work with minimal supervision.
8. Exercise care in the use of cleaning materials for different types of surfaces.
9. Minimum score on the pre-employment custodial exam.

WORK HOURS: 40 hours per week- evening shift at Selkirk High School

REPORTS TO: This person is directly responsible to the building principal.

JOB GOAL:

To provide students and staff with a safe, healthy, attractive, comfortable, and clean place in which to learn, play and develop. Custodians perform manual and equipment-assisted heavy cleaning and light minor maintenance functions. Primary responsibility is for the proper methods and use of materials, products, and equipment in maintaining the cleanliness, appearance, and sanitation of assigned facilities; safety checks and monitoring of mechanical systems. May be assigned to the grounds crew, trash detail, or to other district-wide custodial duties.

PERFORMANCE RESPONSIBILITIES:

1. Performs daily custodial duties including but not limited to:
 - a. Sweeps or vacuums classrooms and other sites daily.
 - b. Mops cafeteria and gym floors.
 - c. Sanitizes and disinfects fixtures and countertops.
 - d. Cleans corridors after school
 - e. Scrubs, cleans and disinfects bathroom floors daily, and cleans all sanitary fixtures and drinking fountains.
 - f. Spot carpet cleaning.
 - g. Keeps grounds free from rubbish and drives trash truck to elementary for garbage pick-up.
2. Performs other custodial duties on a pre-determined scheduled including but not limited to:
 - a. Mops classroom floors no less than one time per week.
 - b. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
 - c. Dusting as needed.
 - d. Deep cleans carpets during Christmas, Spring, and Summer breaks.
 - e. Performs such yard keeping chores as grass cutting, tree trimming and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
2. Prepares and cleans gymnasium or other sites for activities, when needed.
3. Moves furniture or equipment within buildings as required for various activities and as directed.

4. Assembles and repairs furniture, changes light bulbs, lenses and ceiling tile as needed.
5. Performs minor repairs and assigned preventive maintenance tasks to include ongoing program of general maintenance, upkeep, and repair on equipment.
6. Identifies need and submits work orders for major repairs as necessary.
7. Assist maintenance crews when job does not interfere with the completion of daily routine.
8. Operates trash truck and drives it to the Transfer Station on Wednesdays.
9. Keeps building and premises, including sidewalks, driveways and play areas neat and clean at all times.
10. Shovels, plows, and sands walks, driveways, parking areas, and steps as appropriate.
11. Assists the Principal in identifying areas to be addressed including potential preventive maintenance needs as well as making initial diagnoses of systems failures.
12. Assists principal in maintaining a system of building and ground security to include opening and/or closing of the building each school day and for determining, before leaving, that all doors and windows are secured; and also assists the principal in ensuring that the building is secure on non-school days and at other times as assigned.
13. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
14. Demonstrates safe handling and storage of all cleaning supplies along with maintaining accurate documentation of all such supplies
15. Reports immediately to the principal any damage to school property.
16. Demonstrates an understanding and positive attitude toward students and all employees
17. Works collaboratively with the other high school custodian in a positive, productive partnership to insure all custodial responsibilities are addressed.
18. Communicates effectively with building administrators, athletic directors, coaches, and members of the community.
19. Other duties as assigned.

SALARY:

Rate determined by placement on the PSE salary schedule.

CLOSING DATES:

Until suitable candidate is found

APPLICATION:

To be considered, current employees must submit the following to the Selkirk District Office at 219 Park Street, PO Box 129, Metaline Falls, WA 99153 (509) 446-2951:

- Completed Classified Employee Application
- Cover Letter

Existing PSE employees will be considered with a Letter of Application however, additional documents may be requested by the district.

EMPLOYMENT INFORMATION:

Selkirk School District is an affirmative action, equal opportunity employer. Persons with a disability who need assistance in the application process or those needing the announcement in an alternative format may call Angelina Johnson at (509) 446-2951. Candidate offered the position will be required to complete a Washington State Patrol/FBI fingerprint background check and Department of Social and Health Services criminal history and background inquiry check. Employees of the Selkirk School District must abide by all of the agency's policies, including maintaining a smoke and tobacco-free work environment and a drug-free workplace.

Selkirk 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 employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights/504 Coordinator, Nancy Lotze, 509-446-2951, nlotze@selkirk.k12.wa.us and Title IX Coordinator, Amanda Burnett, 509-446-3505, aburnett@selkirkschools.org. PO Box 129, Metaline Falls, WA 99153.

Title IX

Amanda Burnett
Selkirk Middle/ High School
10372 Highway 31
Ione, WA 99139
(509) 446-3505

Section 504 Coordinator/Civil Rights Officer

Nancy J. Lotze
Selkirk School District
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(509) 446-2951