

Elementary School Custodian - Riddle School District

Riddle School District is seeking qualified applicants for the position of **Elementary School Custodian**. This position will begin **July 1st, 2024**.

Statement of Duties: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

To Apply: Begin the application process by clicking the “Apply” button in the upper right of this announcement. (If you are not viewing this via Applicant Tracking (Applitrack), click [HERE](#).)

Salary & Hours: \$16.69 - \$21.24 per hour (based on experience) Based on the 24-25 salary schedule.

ESSENTIAL REQUIREMENTS:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to use cleaning materials and operate cleaning equipment with skill, efficiency, and safety.
2. Perform moderate to heavy manual labor.
3. Follow oral and written instructions with a minimum of supervision.
4. Use good judgement to prioritize duties when emergencies or special circumstances limit available time.
5. Perform minor repair work.
6. Establish and maintain a harmonious relationship with students, fellow employees, and the general public.
7. Act as a friendly ambassador for the Riddle School District.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Sweeps, scrubs, waxes, and polishes floors and vacuums carpets.
2. Cleans and dusts walls, furniture, woodwork, and other surfaces.
3. Pick up paper and trash on grounds, sweep and remove snow and ice from walks and entrances.
4. Wash, scrub, and disinfect rest rooms.
5. Clean windows, doors, drinking fountains, clean and disinfect metal work such as handrails, doorknobs, and drinking fountains.
6. Empty and clean waste containers.
7. Assist in moving/rearranging chairs, tables, desk, furniture, and other equipment.
8. Maintain equipment and tools in a clean and orderly manner.

9. Perform special custodial work upon request of faculty members with building administrator approval.
10. Clears building and grounds of evidence of vandalism and graffiti upon discovery, reports to building administrator.
11. Check daily to insure that all exit doors are clear and working correctly during hours of operation.
12. Inspect building for safety, sanitary, and fire hazards and report any to building administrator.
13. Inventory and requisition custodial supplies and equipment and make other reports in a timely manner.
14. Participate in complete cleaning, painting, and routine upkeep of buildings during school breaks.
15. Assume responsibility to lock doors and windows, turn out lights, and secure buildings as assigned.
16. Follow district policies and building procedures.
17. Perform other reasonable duties that the building administrator may assign.

PREFERRED QUALIFICATIONS:

1. High school diploma or equivalent.
2. Knowledge of:
 - Basic operations, tools, and terms used in cleaning work.
 - Cleaning agents, chemicals, and their safe use.
 - Material Safety Data Sheets (MSDS)
 - Basic computer skills
3. Maintain a valid Oregon Driver's License and personal transportation.

Background Check Conducted

EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

Riddle SD policy provides veterans and disable veterans with preference as required by law.