



## ***Fort Sage Unified School District***

*100 D.S. Hall Street*

*P.O. Box 35*

*Herlong, CA 96113*

*(530) 827-2129 Fax (530) 827-3239*

***Dr. Christopher Bonn, Superintendent***

*Gwen Pacheco, Business Manager*

### **FORT SAGE UNIFIED SCHOOL DISTRICT JOB ANNOUNCEMENT CUSTODIAN / MAINTENANCE**

**RESPONSIBLE TO:** Superintendent

**ESSENTIAL FUNCTION:**

Perform routine custodial duties; clean and maintain all assigned school facilities, buildings, grounds, and office space in a clean, orderly, and secure manner.

**QUALIFICATIONS:**

Knowledge of:

1. Basic cleaning methods, procedures, and techniques.
2. Cleaning materials, supplies, and equipment.
3. Safe working methods and procedures.
4. Basic alarm and security system functions.
5. Material Safety Data Sheet (MSDS) requisition.
6. Health and safety regulations.
7. School safety standards.

Ability to:

1. Perform the basic functions of the position.
2. Complete assigned jobs in a timely and efficient manner.
3. Effectively and safely use cleaning materials, supplies, and equipment.
4. Follow oral and written directions.
5. Establish and maintain cooperative working relationships.
6. Observe and report need for maintenance, repair, and safety issues.
7. Lift and carry heavy objects according to safety regulations.
8. Perform simple and repetitive tasks.
9. Meet state and district standards of professional conduct as outlined in Board Policy.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and one year of general experience.

**WORK DAY:** 8 hours/day, 261 days per year

**PAY:**

- As per District salary schedule
- Health insurance benefits (District cap in place) for employee and family.
- Holidays and Board Holidays as per calendar

**JOB DUTIES:**

On a daily basis, sweep and/or vacuum classroom floors. Clean classroom sinks as needed. Clean school corridors and vacuum floors. Clean and sanitize restrooms, locker rooms and showers; clean sinks, mirrors, and other bathroom fixtures; restock paper supplies and soap as necessary. Dust, wash, and polish furniture and woodwork. Keep the school grounds free from rubbish. Empty and clean waste receptacles, including trash barrels. Report needed repairs promptly to the Superintendent. Report immediately to the Superintendent and law enforcement as needed any damage to the school property. Assume responsibility for closing of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights are off, except for those left on for safety. Keep an inventory of supplies and equipment and prepare timely orders for needed replacements. Comply with local and state laws and procedures for the storage and disposal of waste, recyclable materials, and chemicals. Wash all windows inside and outside at least twice a year and more frequently as needed. Clean window coverings, such as drapes and blinds. Shampoo school carpets at least twice a year and more frequently as needed. Assist teachers with moving furniture in their classrooms and instructional areas to facilitate student learning. Perform minor maintenance work. Perform emergency cleanup service resulting from breakage, vandalism, spilling, illness, and bodily fluids. Keep Superintendent informed of all site safety hazards. Perform related duties as assigned.

**WORKING CONDITIONS:**

This position requires service in an indoor and outdoor environment; regular exposure to fumes, dust, and odors; and exposure to adverse weather conditions.

The physical requirements of the position include: Lift, carry, push, pull, and move heavy furniture, equipment, and objects; climb stairs, ramps, and ladders; walk or stand for extended periods of time; dexterity of hands and fingers to operate equipment and perform custodial tasks; bend at the waist; reach overhead, and horizontally; hear and speak to exchange information; and ability to see to perform work.

This position may come into contact with hazardous cleaning agents and chemicals; exposure to bodily fluids; and working around and with electric and mechanical equipment with moving parts.

**TO APPLY, CONTACT:**

Submit district application to:

Gwen Pacheco, Business Manager  
Fort Sage Unified School District  
P.O. Box 35 / 100 DS Hall Street  
Herlong, CA 96113  
(530) 827-2129  
gpacheco@fortsage.org

**CLOSING DATE: OPEN UNTIL FILLED**

**EQUAL OPPORTUNITY EMPLOYER  
BACKGROUND INVESTIGATIONS WILL BE CONDUCTED**

Approved by the Fort Sage Unified School District Board of Trustees, April 19, 2017