

# OLYMPIA SCHOOL DISTRICT NO. 111

## Job Category: Custodial

Posting Dates: April 22-26, 2024

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested district employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

<b>Position</b>	<b>Hours/FTE</b>	<b>Location</b>
<b>Head Custodian</b>	<b>8.0 hpd/Continuing</b>	<b>Pioneer</b>

*This position will work Monday – Friday, 6:00 am to 2:30 pm, with schedule flexibility. This position will start 15-30 minutes early to put down ice melt in the winter, as needed, and prepare to stay late in the event of site emergencies.*

*The Head Custodian should be able to utilize time management to ensure cleanliness and safety of the school is appropriately scheduled. This position should also be able to identify needs for inventory and stock needs in advance to ensure school is appropriately stocked with necessary supplies.*

*Olympia School District will review applicants for this job opening, and will extend an offer of conditional employment to the successful, most qualified, applicant. A conditional job offer is contingent upon receipt of results of a satisfactory physical examination designed solely to determine if the successful applicant has the physical ability to perform the lifting, carrying, bending, climbing, sustained physical effort, and all other physical duties of the position being offered. The conditional job offer will be valid for 2 weeks; the district will provide instructions on where and how to obtain the required physical examination. The physical examination will be conducted at no cost to the successful applicant.*

*Employees (and their families) are eligible for medical, dental, vision, and basic life insurance benefits, as administered by the School Employees Benefit Board (SEBB). Final benefit eligibility to be determined at time of hire. Employees are eligible to enroll in the Department of Retirement Services (DRS) SERS plan (classified employees) or TERS plan (certificated employees), as well as the DRS Deferred Compensation Program. Employees will receive vacation leave, paid holidays and additional compensation beyond their base salary as outlined in their Collective Bargaining Agreement (CBA).*

*The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.*

**Salary:** Teamsters Salary Schedule - \$22.11 - \$27.32 per hour

**Job Purpose Statement:** The purpose of the "Head Custodian" position is to maintain an attractive, sanitary and safe facility; providing adequate arrangements for meetings, classroom activities and events; minimizing property damage, loss and liability exposure, ensuring that assignments are completed in a safe, proper and timely manner and directing assigned custodians as necessary.

**Essential Job Functions:**

- **Arranges** furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and school or civic events.

- **Cleans** school facilities (i.e. classrooms, offices, multipurpose rooms, walkways, entries, etc.) in assigned areas and other parts of the building for the purpose of maintaining a sanitary, safe and attractive environment.
- **Completes** work requests, requisitions, reports, inventories, log sheets, inspections, and other paper work requested for the purpose of ordering and distributing supplies and keeping the District office informed about the condition of the facility.
- **Directs** personnel during the school year and throughout the summer for the purpose of cleaning the facility, maximizing the efficiency of the workforce and meeting shift requirements.
- **Inspects** buildings, classrooms and grounds for the purpose of ensuring that the school is being cleaned to District standards as outlined in the Custodial Work Plan.
- **Monitors** daily the building Energy Management System, making minor adjustments as needed, for the purpose of maintaining a comfortable environment.
- **Performs** the duties as described in the Head Custodian Work Plan and all other duties as assigned for the purpose of providing an attractive, sanitary and safe facility.
- **Provides** routine maintenance and repairs of mechanical equipment and fixtures (i.e. belts, filters, lights, vacuums, lubrication, etc.) for the purpose of maintaining equipment longevity.
- **Secures** facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at the work site.

#### **Other Job Functions:**

**Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

#### **Job Requirements - Qualifications:**

- **Experience Required:** Four years of successful custodial work including demonstrated responsibility in a supervisory capacity.
- **Skills, Knowledge and/or Abilities Required:**

*Skills* to use safely use cleaning agents; supplies and custodial power equipment including swing scrubbers, blowers, and vacuums; perform basic math to calculate accurate dilution of cleaning agents.

*Knowledge* of floor care techniques including vacuuming, stripping, waxing and shampooing.

*Abilities* to stand for prolonged periods, provide and follow oral and written instructions, adhere to safe work practices, work independently and with minimal supervision, perform a variety of tasks, adjust to flexible assignments often with short notice, and communicate with students, staff and the public.

Significant physical abilities include lifting/carrying/pushing/pulling, stooping, reaching/handling, near/far visual acuity/depth perception and safely working off of ladders and personnel lifts.

- **Education Required:** High School diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance, interview and testing by seniority to determine skills, knowledge and abilities.

**Equal Employment Opportunity:**

Olympia 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. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – James Whitehead, (360) 596-8545, [jwhitehead@osd.wednet.edu](mailto:jwhitehead@osd.wednet.edu); Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, [alara@osd.wednet.edu](mailto:alara@osd.wednet.edu); Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, [kturcotte@osd.wednet.edu](mailto:kturcotte@osd.wednet.edu); ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, [shoff@osd.wednet.edu](mailto:shoff@osd.wednet.edu); Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, [sniemann@osd.wednet.edu](mailto:sniemann@osd.wednet.edu). Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.