

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Custodial

Posting Dates: April 22, 2024 - OUF

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

Position	Hours/FTE	Location
Substitute Custodian	8.0 /Continuing	Support Service Center

This position is Monday – Friday for 8.0 hours per day. Shifts will be between the hours of 11:00 am and 7:00 pm; typical shifts are 2:30pm to 11pm but may start as early as 11am. Summer and Holiday work is typically 11 am to 7:30pm. In certain circumstances, overtime may be required due to an emergency.

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 functional employment screening 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 functional employment screening. The functional employment screening 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 - \$21.38-25.73 per hour

Position Statement: The purpose of the "Substitute Custodian" is to maintain an attractive, sanitary and safe facility; provide adequate arrangements for meetings, classroom activities and events; minimize property damage, loss and liability exposure; and complete cleaning assignments in a safe, proper and timely manner.

Essential Job Functions:

- **Arranges** furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events.
- **Cleans** school facilities and administration facilities (i.e. classrooms, offices, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- **Informs** students, other site personnel and supervisor for the purpose of providing information regarding activities, safety and/or proper maintenance of facilities.

- **Performs** duties as described in the “shift custodial work plan” and all other duties as assigned for the purpose of providing an attractive, sanitary, and safe facility
- **Secures** facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Repairs** furniture and equipment for the purpose of ensuring that items are available and in safe working condition.
- **Requests** equipment and supplies for the purpose of maintaining inventory and ensuring availability of items as needed to properly maintain facilities.

Job Requirements - Qualifications:

- **Experience Preferred:** Prior job-related experience in school or institutional setting.

- **Skills, Knowledge and/or Abilities Preferred:**

Skilled in the use and care of custodial power equipment including swing scrubbers, auto scrubbers, blowers, vacuums, etc. and in floor care techniques including vacuuming, stripping, waxing, shampooing, etc.

Knowledge of methods and use of cleaning agents; supplies and equipment; basic math to calculate accurate dilution and ordering of cleaning agents; and safe work practices.

Abilities to stand for prolonged periods, follow oral and written instructions, adhere to safe work practices, work independently 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 (50 lbs)/carrying/pushing/pulling, stooping, reaching/handling, near/far visual acuity/depth perception and safely working from ladders or personnel lifts.

- **Education Required:** High School diploma or equivalent.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Valid Driver’s License, evidence of insurability, and Criminal Justice Fingerprint Clearance.

Application Procedure for Out-of-District Candidates

Out-of-district applicants please apply through EdJobsNW at <https://edjobsnw.org>

If you share our commitment to provide challenging opportunities for all students to be successful, we’d like to hear from you!

Olympia School District 111 Bethel St NE, Olympia, WA 98506
 (360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

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 – Elia Ala'ilima-Daley, (360) 596-8545, ealailima@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, klurcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, 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.