

# OLYMPIA SCHOOL DISTRICT NO. 111

## Job Category: Custodial

Posting Dates: April 20 – 26, 2021

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 emailing Cassie Lewis in the Human Resources office at [calewis@osd.wednet.edu](mailto:calewis@osd.wednet.edu).

| <b>Position</b>   | <b>Hours/FTE</b>          | <b>Location</b> |
|---|---------------------------|-----------------|
| <b>Swing Custodian</b>  | <b>8.0 hpd/Continuing</b> | <b>Capital</b>  |
| <i>This position will work an 8-hour scheduled shift between the hours of 11:00 am and 11:00 pm, arriving on time for daily schedule shifts.</i>  |                           |                 |
| <i>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.</i> |                           |                 |
| <b>Salary:</b> Teamster Salary Schedule   |                           |                 |

**Position Statement:** The purpose of the "Swing Shift 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 Required:** Prior job related experience in school or institutional setting.

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

*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.

### **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 – Michael Hart, (360) 596-8545, [mhart@osd.wednet.edu](mailto:mhart@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, [klturcotte@osd.wednet.edu](mailto:klturcotte@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.