

DAVENPORT SCHOOL DISTRICT NO. 207
801 – 7th Street
DAVENPORT, WA 99122

NOTICE OF POSITION VACANCY

Building Custodian

Internal/External Posting

Posting Date: Wednesday, February 21, 2024

Closing Date: Monday, March 4 by 9 AM

Position Title: Building Custodian - 260 days; 8 hours/day

QUALIFICATIONS

- High School Diploma
- Custodial experience strongly preferred
- History of outstanding work ethic
- Strong communications skills
- Ability to lift up to 50 pounds
- Must favorably pass the Washington State Patrol/FBI background check.

IMMEDIATE SUPERVISOR: Director of Plant Operations

JOB GOAL: Provide the District's students, staff & patrons with a clean, sanitary, and pleasant place in which to function.

PERFORMANCE RESPONSIBILITIES:

1. Works usually without direct supervision.
2. Operates power equipment and hand tools as required for the cleaning and general maintenance of the floors, walls, carpets, and furniture.
3. Keeps floors in a clean and attractive condition by vacuuming, sweeping, moping, waxing, and buffing as needed.
4. Washes entrance windows daily and all other windows as needed.
5. Assists in maintaining classroom and office cleanliness by emptying pencil sharpeners, dumping garbage, dusting furniture, and spot-cleaning as time allows.
6. Washes lockers, light fixtures, walls, woodwork, and chalkboards as assigned.
7. Empties all trash containers and complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
8. Cleans, disinfects, and sanitizes all drinking fountains and restrooms and stocks such supplies as paper towels, toilet tissue, and soap.
9. Performs such maintenance duties as changing light bulbs and occasionally removing snow and ice from sidewalks and entrances as needed.
10. Summer work will involve some minor maintenance & deep cleaning (district wide as needed).
11. May move furniture or equipment within buildings as required for various activities as directed by the director of Plant Operations.
12. Reports all unsafe areas and areas in need of repairs, and reports immediately any damage to school property.
13. Maintains a clean and safe work area.

14. Maintains responsibility for the closing of the assigned building(s) and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety or security reasons, are turned off.
15. Lowers, folds, and stores flags when necessary.
16. Performs the following additional daily responsibilities when assigned to the Elementary Building:
 - a. Turns off coffee pot in teacher's lounge
 - b. Closes roll-up door in administrative area
 - c. Other duties as assigned
17. Performs the following additional responsibilities when assigned to the high school building:
 - a. Maintains high standards of cleanliness when cleaning the gymnasium, locker rooms, showers, and related areas.
18. Performs the following additional responsibilities during non-school work days:
 - a. Assists with general facilities maintenance as assigned.
 - b. Assists with general grounds maintenance as assigned.
19. Participates in approved in-service training and workshops as assigned.
20. Communicates with students, staff and patrons in a pleasant and professional manner.
21. Assist with set up and cleaning for extracurricular activities and/or community use of facilities.
22. Performs other duties as assigned by any administrator.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the PSE contract.

TERMS OF EMPLOYMENT: Established by Master Contract

APPLICATION PROCEDURE:

Submit the following items via mail or in person to the District Office at the address below. Email or Fax submissions accepted.

- Letter of application expressing interest in and describing qualifications for the position
- Completed district application form (Application materials can be printed off the school website or requested from the District Office.)

Stephanie Linstrum, District Office Secretary
Davenport School District No. 207
801 7th St., Davenport, WA 99122
(509) 725-1481 – slinstrum@davenportsd.org

School Website: www.davenportsd.org

NON-DISCRIMINATION STATEMENT

If you require accommodation in the application and/or interview process, please inform us.

IMMIGRATION AND CONTROL ACT REQUIREMENT

An applicant, if not a current employee, will be required to complete an INS I-9 form and must provide proof of employment eligibility.

DISCLOSURE STATEMENT AND BACKGROUND CHECK

Pursuant to RCW 43.43.834, an applicant will be required to complete a disclosure form in writing and signed by the applicant and sworn under penalty or perjury. This disclosure shall specify, in accordance with the definitions found in RCW 43.43.830, all crimes against children or other persons and all crimes relating to financial exploitation in which the victim was a vulnerable adult. In addition, the district may request from the Washington State Patrol an applicant's record for convictions of offenses against children or other persons and convictions of crimes relating to financial exploitation as described in RCW 43.43.832.

NON-DISCRIMINATION STATEMENT

The Davenport 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. The Davenport School District complies with all Title IX/RCW 28A.640 and Section 504 requirements and does not discriminate against any protected class as defined by state and federal regulations.

The Affirmative Action Plan is on file with and available for review from building administrators and the Administration Office, 801 7th St., Davenport, WA. Copies are available upon request. Individuals with disabilities who require assistance or special arrangements to attend a program or activity sponsored by the Davenport Schools should contact the district office.

Questions and complaints of alleged discrimination should be directed to:

Civil Rights Compliance Coordinator/Title IX Coordinator
Mr. Chad Prewitt, Superintendent/Title IX Coordinator
801 7th Street, Davenport, WA 99122
509.725.1481 cprewitt@davenportsd.org

Section 504 Coordinator
Mrs. Alison Hawley, School Counselor
801 7th Street, Davenport, WA 99122
509.725.1261 ahawley@davenportsd.org