VERNONIA SCHOOL DISTRICT 47J

1201 Texas Avenue
Vernonia, OR 97064

POSITION OPENING
FULL TIME CUSTODIAN

Date: Nov. 16, 2026
Closing Date: Nov. 22, 2026

POSTION STATUS:

This is a full-time 8-hour position, with a 258-day annual contract. Rate of pay is per the Vernonia School District Classified Bargaining Agreement. Position is the afternoon/evening shift - 2:30 – 11:00 p.m. Employee reports to the Maintenance Supervisor.

Vernonia School District has an attractive benefits package that includes:

- 10 Days paid vacation days
- 10 Paid holidays
- 3 Personal days annually paid out at end of year if not used
- 12 Sick days annually
- $1,600 Monthly insurance contribution for medical/dental/vision premiums
- $375 monthly Health Savings Account District contribution with enrollment in qualified high deductible medical plan
- 6% District paid PERS pick up
- Annual COLA increases per the Classified Bargaining Agreement

JOB QUALIFICATIONS: Please refer to attached job description

JOB RESPONSIBILITIES: Please refer to attached job description

APPLICATION PROCEDURE:

Current district employees please submit a Letter of Interest

All other interested parties please submit the following:

- Letter of Interest
- Completed Application
- Resume
- Letters of Recommendation
- Signed acknowledgment of Job Description

Application materials to be submitted to:

Vernonia School District 47J
Attn: Barb Carr – bcarr@vernoniak12.org
1201 Texas Avenue
Vernonia, OR 97064
Phones (503) 429-5891 Fax (503) 429-7742

Vernonia School District 47J is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, or age. The district will not discriminate against individuals who, with reasonable accommodation, can perform the essential functions of the job.

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JOB DESCRIPTION

POSITION: Full Time Custodian.

REPORTS TO: Maintenance Supervisor

DEFINITION – JOB CHARACTERISTICS:

Perform a variety of tasks involving general care of buildings and grounds. Work involves the cleaning, minor repairing, and maintenance of school buildings and grounds. Primary responsibility is to provide students and staff with a safe, attractive, comfortable, clean and efficient place in which to work, learn, play and develop. Maintain the school building in a condition of operating excellence so that full educational use of it may be made at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Employees in this position perform some or all of the following tasks. Essential duties of this position include the following.

- Knowledge of modern cleaning methods and techniques
- Follow a schedule developed with supervisor
- Good communication skills and ability to follow directions
- Ability to use cleaning materials and equipment with skill and efficiency
- Participate in the general cleaning, including such things as washing windows and doors; sweeping, mopping, scrubbing and waxing floors; cleaning and vacuuming carpets
- Perform minor repairs and maintenance as required
- Keep building and premises, including sidewalks, driveways, and play areas neat and clean at all times
- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities and events (i.e., regular school, community education, special events)
- Cleans school facilities (i.e. classrooms, offices, multipurpose rooms, grounds, windows, restrooms, sinks, carpets, floors, garbage cans, wastebaskets, gym, cafeteria, and other areas as directed by maintenance supervisor for the purpose of maintaining a sanitary, safe and attractive environment
- Delivers a variety of items (e.g. supplies, mail, packages, furniture) for the purpose of distributing the materials to the appropriate parties
- Informs supervisor for the purpose of providing information regarding activities and safety
- Responds to immediate safety and/or operational concerns as directed
- Responds to immediate needs for cleaning and or safety assistance as requested by school staff
- Secures facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site (i.e., unlock & lock doors, secure gates, check windows, turn lights off/on; operate heating plant and equipment)
- Notify supervisor of needed repairs to furniture, equipment and minor building damage for the purpose of ensuring that items are available and in safe working condition
- Requests equipment and supplies through the maintenance supervisor for the purpose of maintaining inventory and ensuring availability of items as needed to properly maintain facilities
- Other duties as assigned

GENERAL PERFORMANCE RESPONSIBILITIES

Maintains regular and appropriate attendance and is on time for assignment(s) for the purpose of meeting the needs of the students and the district.

- Work effectively with and respond to people from diverse cultures or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and appropriate manner for the assignment and work setting.
- Have regular and punctual attendance
- Confer regularly with immediate supervisor
- Follow all district policies, work procedures and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to a student, family, colleague, or district patron

It is the belief of the Vernonia School District that every individual makes a significant contribution to the District's success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications, and job scope but should not limit the incumbent nor the organization to the work identified. It is the expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the District's goals.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent
- Preferred one year prior job related experience in school or institutional building maintenance or related trade.
- Preferred knowledge of methods and use of cleaning materials, equipment, and supplies, safe work practices.
- Work independently with minimal supervision.
- Adjust to flexible assignments often with short notice

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment varies and includes school buildings and school grounds settings. The noise level in the work environment is usually moderate with occasional loud noises.

The work involves infrequent exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes and unpleasant orders. The work environment involves some exposure to hazards and physical risks, which require following basic safety precautions.

PHYSICAL REQUIREMENTS:

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day) O – Occasionally (.5 – 2.5 hrs per day)
F – Frequently (2.5 – 5.5 hrs per day) C – Continually (5.5 – 8 hrs per day)
NA – Not Applicable

Physical Requirements	**NA**	**R**	**O**	**F**	**C**
Sitting		**X**			
Stationary Standing			**X**		
Walking (level surface)					**X**
Walking (uneven surface)				**X**	
Crawling			**X**		
Crouching (bend at knees)				**X**	
Stooping (bend at waist)				**X**	
Twisting (knees/waist/neck)				**X**	
Turn/pivot				**X**	
Climbing (stairs)				**X**	
Climbing (ladder)			**X**		
Reaching overhead				**X**	
Reaching extension				**X**	
Repetitive use arms					**X**
Repetitive use wrists					**X**
Repetitive use hands grasping				**X**	
Repetitive use hands squeezing				**X**	
Fine manipulation					**X**
Using foot control				**X**	
*Pushing/Pulling Maximum weight: **100** lbs.			**X**		
*Lifting/Carrying Maximum weight: **75** lbs.			**X**		

OTHER:

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

_____ _____

Applicant Signature Date

_____

Applicant Printed Name

_____ _____

Supervisor Signature Date

_____

Supervisor Printed Name