

VERNONIA SCHOOL DISTRICT 47J

1201 Texas Avenue
Vernonia, OR 97064

POSITION OPENING PART TIME CUSTODIAN

Date: March 1, 2024
Closing Date: When Filled

QUALIFICATIONS:

- Knowledge of cleaning and trainable in methods and equipment, building and minor maintenance
- Education equivalent to high school graduation
- Able to work a flexible schedule as needed. This position is currently an evening shift.
- Communication and time management skills
- Demonstrates pride in work and school facilities
- Strong work ethic and punctuality

POSTION STATUS:

This is a part-time position, 3.75 hour position. Rate of pay is per the Vernonia School District Classified Bargaining Agreement. Employee reports to the Maintenance Supervisor.

JOB RESPONSIBILITIES:

- Responsible for directed custodial care and minor maintenance of school building including, but not limited to classrooms, library, computer lab, gym, halls, bathrooms, and offices.
- Assure that fire and life safety equipment are within compliance. Respond to emergencies and non-routine incidents as necessary.
- Communicate daily with supervisor concerning minor and major repairs and supply needs.
- Work as a team with other custodial staff as well as the ability to work independently.
- Responsible of securing and locking assigned facility each school day.
- Maintain strong customer service by communicating promptly and positively with staff and school patrons.
- Ability to bend, squat, climb stairs/ladders & lift up to 90 lbs.
- Practice confidentiality and best practice skills.
- Other duties as assigned.

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
- Three Letters of Recommendation

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.