

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Soldotna, Alaska

NOTICE OF VACANCY
October 1, 2014

2014-15

Job Title:	Custodian I (Swing Shift)	Salary:	\$15.83/hr
Reports To:	Building Administrator	Range:	4
Location:	Kenai Middle School	Hrs/Day:	4 hrs/day
	Kenai, Alaska	# of Days:	206

JOB PURPOSE: To maintain the physical upkeep and cleanliness of school buildings, grounds and furnishings.

Duties, Responsibilities and Accountabilities

1. **Cleaning:** Performs daily or scheduled duties such as sweeping, mopping and vacuuming of floors. Cleans assigned rooms, halls, offices and bathrooms. Dusts and cleans walls, furniture and fixtures and removes trash. Keeps school grounds tidy. Responsible for snow removal.
2. **Maintenance:** May perform duties such as replacing lights & perform routine adjustment & maintenance of heating, electrical and plumbing systems. Performs periodic maintenance projects such as stripping and waxing floors and shampooing carpets.
3. **Safety & Security:** Maintains safe grounds by observing and correcting possible safety hazards such as wet floors, snow, or icy sidewalks. Helps ensure building security by being alert to unusual circumstances and by locking doors and windows as appropriate.
4. **Teamwork:** Performs other related duties as required or assigned, such as setting up tables for lunch or preparing facilities for special events. Works cooperatively with school employees, students and visitors.

Knowledge, Skills and Abilities

1. Requires knowledge of cleaning equipment, materials and procedures to perform cleaning tasks efficiently and effectively. Requires physical ability to operate hand held equipment and to perform active, physically demanding duties.
2. Requires basic knowledge of heating, electrical and plumbing systems, and basic knowledge of maintenance procedures.
3. Requires attention to detail and ability to recognize safety and security hazards. Requires ability to perform duties in a safe manner.
4. Requires driver's license.
5. Requires knowledge of OSHA & fire, safety codes & laws & must follow all required procedures and policies.
6. Requires willingness to perform various job-related duties as situations require, a strong sense of teamwork, and ability to work cooperatively with others.

Language Skills: Ability to read, analyze and interpret general and technical procedures. Ability to effectively present information and respond to questions from supervisors, custodial team and maintenance department employees.

Mathematical Skills: Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Other Skills and Abilities: Ability to establish and maintain effective working relationships with students, staff and community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds such as testing material and snow. Specific vision abilities required by this job include close vision.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

TO APPLY: Must have a complete application on file.

PLEASE CONTACT: Kenai Peninsula Borough School District
Human Resources
148 North Binkley
Soldotna, AK 99669

LAST DAY TO APPLY: Until Filled

WE ARE AN EQUAL OPPORTUNITY EMPLOYER