



Classified Vacancy Richardson ISD

SUBSTITUTE CUSTODIAN (MULTIPLE POSITIONS)

POSITION:
REPORTS TO:

PERIOD OF EMPLOYMENT:

MONTHS - DAYS

POSITION CONTROL #

SALARY:

LOCAL PAY GRADE:

SALARY RANGE: \$9.25 PER HOUR

QUALIFICATIONS:

- Demonstrated ability and interpret documentation such as safety procedures, operating maintenance instructions and procedure manuals
- Demonstrated ability to operate cleaning equipment and lift heavy equipment
- Demonstrated ability to properly handle cleaning supplies

MAJOR RESPONSIBILITIES:

- Maintain prompt and regular attendance.
- Maintain a cleaning shedule that will include claeaning, dusting and/or vaccuming of floors, carpeting, walls, whiteboards, trash cans, windows, glass, furniture, equipment and restrooms
- Keep school/building and grounds, including entryways, sidewalks, driveways, parking lots and play areas neat and clean
- Advise the kate night lead when a school or building requires a work orderfor a specific area/location
- Perform preventive maintnanceon all custodial equipment. Operate all equipment according to the established saftey procedures
- Comply with the Texas Hazardous Communications Act which includes emphasizing safety, storing, handling, labeling and aplication of all chemicals
- Wear appropriate custodial uniform and District ID badge to work daily
- Making work assingments and punctuality at work is an essential funtion of the job
- Ability to demonstrate the following core values: trustworthiness, responsibility, respect, fairness, caring and citizenship
- Perform all other tasks and duties as assigned by Custodial Services
- Start time-
Morning hours
6:30 am to 2:30 pm
Evening Hours
2:30 pm to 11:00 pm for Junior High and Elementary
3:00 pm to 11:30 pm for High School

APPLICATION PROCEDURE:

Apply online at <https://www.applitrack.com/risd/OnlineApp/default.aspx>

The application must be complete and three electronic reference forms must be received to be considered.

Applicants who have previously applied in AppliTrack must update their application once per year by securing updated references.

Applicants will be contacted if an interview is needed.

DEADLINE FOR APPLICATION: UNTIL FILLED

APPROVED:

Christopher B. Goodson, Ed. D.
Asst. Superintendent, Human Resources

DATE:

8-29-17

EQUAL OPPORTUNITY EMPLOYER

The Richardson Independent School District (RISD or the District) is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions such as recruitment, hiring, training, promotion, transfer, compensation and benefits, discipline, and termination are administered without regard to race, color, religion, gender, national origin, age, disability, genetic information, or military status of otherwise qualified individuals. RISD does not discriminate on the basis of membership or application for membership in the uniformed services and does not discriminate against an employee or applicant who acts to oppose unlawful discrimination or participates in the investigation of a complaint of alleged discriminatory employment practices. Hiring decisions are made on the basis of each applicant's qualifications, experiences, and abilities as well as the business needs of the district.