LANDER COUNTY SCHOOL DISTRICT
P.O. BOX 1300
Battle Mountain, NV 89820
(775) 635-2886
FAX (775) 635-5347

POSITION ANNOUNCEMENT: Part-Time Custodian (8 hours a week) –Austin School

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STARTING Date: As soon as possible.

SALARY & BENEFITS: The hourly salary will be determined by appropriate placement on the Lander County School District Salary Schedule. NO BENEFITS.

QUALIFICATIONS: High school graduation or other equivalent (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.). Experience in ordering supplies, other products, and inventory control. Ability to understand chemical hazards. Ability and experience to work independently without supervision. Three to five years custodial experience. Preference will be given for possession of CDL with passenger endorsement.

RESPONSIBILITIES: Shall report to the School Principal. Duties consist of serving as a part time custodian. Duties consist of serving under immediate supervision, cleans assigned area or facilities of the Lander County School District. The LCSD reserves the right to designate all workstations, work assignments, and other duties as assigned.

ESSENTIAL TASKS OF THE POSITION: (Illustrative, not inclusive)

Provide a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities. Coordinate and supervise the activities of the custodial staff. Ensure that all activities conform to district guidelines. Communicate effectively with members of the school district and community. React to change productively and handle other tasks as assigned. Appropriately operate all equipment and machinery as required.

Cleans and shampoos rugs and carpets. Cleans floors by vacuuming, sweeping, mopping, polishing or scrubbing. Cleans, dusts, and polishes woodwork, furniture, glass, and other items. Services soap dispensers, towel boxes, and similar containers. Empties and cleans wastepaper baskets and other refuse containers. Cleans chalkboards, trays, and erasers. Moves and adjusts chairs, desks, tables, supplies, furniture, and equipment. Strips, seals, and waxes floors. Removes spots and graffiti from floors, walls, woodwork, furniture, carpets, and fixtures. Washes and scrubs walls, lavatory fixtures, windows, drinking fountains, drains, lights, light fixtures, and painted surfaces. Operates power sweepers, polishers, and other power equipment. May be required to move, assemble or disassemble furniture, equipment, or other items or to assist other crafts in an emergency or as the need arises. Conforms to safety standards as prescribed. Performs other tasks and duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to understand written and oral instructions. Ability to operate and maintain custodial equipment. Ability to perform physically demanding work. Ability to learn the appropriate use of cleaning products. Ability to climb ladders for cleaning and changing of lights. Ability to work flexible work schedules. Ability to work cooperatively with employees, students, and the public. Ability to recognize and report hazards and apply safe work methods.

Physical Requirements/Environmental Conditions:

Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials. Requires stooping, kneeling, crawling, bending, turning, and reaching. Requires climbing and balancing. Must work indoors and outdoors year-round. Must work in noisy and crowded environments. Must work in and around dust, fumes, and odors. Must be capable of exerting force to 5-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. Occasional climbing, balancing, crouching, and crawling. Frequent stooping, reaching, kneeling, handling, fingering, talking, and hearing. Vision: occasional near and far acuity, depth perception, and color vision.

Environmental Conditions: Climate controlled office setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

CLOSING DATE: Open until filled

APPLICATION: To be considered, application materials submitted must include:

Formal letter of interest ------ Resume/Application ------
High school graduation or other equivalent

APPLICATION MAY BE REQUESTED FROM: Contact Person: Cassandra Anson @ hr@landernv.net

Lander County School District
Administration Office
P.O. Box 1300
Battle Mountain, NV 89820

District Website at
www.lander.k12.nv.us
Electronic copies are available
Phone: (775) 635-2886