



# GO OUTLAWS!



*COME BE AN OUTLAW and Work for the Enterprise School District!*

**Custodian: One full time position (40/hrs) & one part time position (20/hrs)**

**Full Time Schedule:** Monday-Thursday with a few weekends as needed 3:30 PM-12:00 AM

**Part Time schedule:** Monday-Thursday with a few weekends as needed 5:00 PM-10:00 PM

**Start Date:** ASAP

**Enterprise School District**

**Enterprise, OR**

The Enterprise School District believes that every individual makes a significant contribution to our 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 our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

The school district reserves the right to reject any or all applications and to not fill the position or to post it again.

## **GENERAL DUTIES**

Performs a variety of cleaning and maintenance functions in school buildings and on school grounds. Upholds all District policies and procedures. Works under the direction of the Maintenance Director.

The Enterprise School District is an Equal Opportunity Employer



### **ESSENTIAL REQUIREMENTS**

- High School Diploma or the equivalent preferred
- Experience in cleaning methods, materials and use of related equipment
- Ability to understand, interpret and follow written and oral instructions
- Ability to work with minimal supervision in performance of routine duties
- Possess a basic understanding of mechanical operations
- Possess excellent interpersonal and communication skills
- Possess basic technology skills
- Ability to lift up to 50 lbs
- Ability to work independently
- Ability to work harmoniously with others

### **ESSENTIAL RESPONSIBILITIES**

- Follow a schedule developed by supervisors which may include nights and weekends.
- Clean and wash all doors, glass on doors, windows, woodwork, walls, etc.
- Sweep, mop, scrub, strip, seal, and wax floors
- Clean and vacuum carpet
- Change various filters
- Wash and sanitize restrooms and locker rooms and replenish supplies
- Communicate regarding work related issues using the District's e-mail system
- Clean lunchrooms and cafeteria
- Perform heavy cleaning, painting, moving of furniture, and related work
- May mow lawns, trim shrubs, and maintain school grounds, as needed
- Perform minor repairs and maintenance
- Insure energy conservation practices are in use
- Operate water, electrical, and ventilator systems
- Report all unsatisfactory school building conditions to supervisor
- Assume responsibility for the general security and safety of the building
- Maintain and operate equipment in a safe and orderly manner
- Fill in at various District sites, as needed
- Cultivate and model a respectful working and learning environment.

### **WORKPLACE EXPECTATIONS**

- 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 professional 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 students, staff, or District patrons

**SALARY**

Competitive compensation depending on qualifications and experience

**BENEFITS:**

The full time position is fully benefited - The part time position will pay 50% of the insurance cap (\$1600 for the 21/22 school year).

**Send resumes to:**

Enterprise School District  
Attention: Tom Crane  
201 SE Fourth Street,  
Enterprise, OR 97828

Or email: [tcrane@enterprise.k12.or.us](mailto:tcrane@enterprise.k12.or.us)