LOPEZ ISLAND SCHOOL DISTRICT NO. 144

86 School Rd., Lopez Island, WA 98261 360.468.2202/Fax 360.468.2212

CLASSIFIED POSITION ANNOUNCEMENT

**Elementary Custodian**

**POSTING**: 22/23-31

**Announcement Date:** January 12, 2023

**Applications Due by:** Until filled

**Applications Screened:** As received

**Responsible to:** Head Custodian and Elementary Principal

**Description of Position:**

This position helps to clean and maintain the Lopez Island school buildings. This is a 7 hours daily position (3pm – 10:30 pm including a 30 min unpaid lunch, starting late January 2023. There will be a daily schedule to start after school gets out June 16th, 2023 TBD.

Ability to work independently and demonstration of good work ethic is required. Self-motivation and attention to detail, as well as attention to the general appearance, safety, and well-being of the entire school is required. Actual assignment includes vacuuming, mopping, waxing/polishing, emptying trash, cleaning restrooms, monitoring of potential maintenance requirements, and other duties and activities associated with custodial work. Some exposure to normal cleaning solutions and chemicals is a part of the job. As the custodian is generally the last one out of the building at night, security duties include checking/locking doors and windows, etc.

**Description of Duties:**

* General cleaning skills commensurate with job assignment.
* Demonstrated commitment to maintenance of a clean, safe, sanitized school environment.
* Commitment to teamwork and the good of the organization.
* Commitment to security best practices.
* Willingness to receive periodic training and implement custodial best practices.
* Basic math, reading and writing skills.
* Ability to work as a contributing member of a team.
* Positive record of good work ethic, attendance, and punctuality.
* Demonstrated record of personal safety and ability to promote safety in the work place, including abstinence or influence from alcohol and other illicit substances, while on the job.
* Ability to be a positive reflection of the school district, and to promote the safety, health, and well-being of its students, staff, and patrons.
* Training/experience with custodial work is desired.
* Experience or demonstrated aptitude in working with the public and staff.
* Demonstrated ability to work independently, under the overall supervision of supervisor.

**Minimum Competencies Required:**

* High school graduation or equivalent and demonstrated skills in reading, writing, and communication as well as experience in custodial and grounds keeping work.
* Knowledge of building maintenance and procedures.
* Knowledge of cleaning chemical use.
* Skill in using custodial equipment: brooms, mops, vacuum, squeegee, and other equipment necessary for stripping, buffing and waxing floors.
* Ability to lift up to 50 pounds.
* Other duties as assigned.

**Salary level:** Per Lopez Island PSE Salary Schedule. Includes annual sick, personal and vacation leave allocations plus paid holidays.

Applicants will be screened and candidates selected for interviews based upon preparation, experience and references.

Apply to: Summer Hagge, Human Resources

Lopez Island School District

86 School Rd

Lopez Island, WA 98261

Phone: 360.468.2202 ext. 2303

FAX: 360.468.2212

[hr@lopezislandschool.org](mailto:hr@lopezislandschool.org)

[www.lopezislandschool.org](http://www.lopezislandschool.org)

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current employee will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Disclosure Statement and Background Check: Pursuant to chapter 43.43, Washington Laws of 1990, the recommended applicant will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law In addition, a background check, based on fingerprints and at employee expense, will be requested from the FBI and Washington State Patrol Employment status is contingent on verification of background check clearances.

Job Sharing: Pursuant to Chapter 206, laws of 1989, the District will accept applications from individuals wishing to share a position.

Nondiscrimination: The Lopez Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.  The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Compliance Coordinator, Superintendent Edward Murray – [emurray@lopezislandschool.org](mailto:emurray@lopezislandschool.org), Title IX Coordinator Renee Koplan – [rkoplan@lopezislandschool.org](about:blank), Section 504 Academic Case Manager, K-12 Counselor Jeanna Carter – [jcarter@lopezislandschool.org](about:blank), Section 504 Health Care Case Manager, Karen Hattman, RN – [khattman@lopezislandschool.org](mailto:khattman@lopezislandschool.org) OR contact by phone, 360-468-2202, OR mail to 86 School Rd, Lopez Island, WA 98261.