

Posted: November 1, 2022

Classified Personnel:

Custodian (9-month) – Lee Elementary School

Qualifications:

Please review the attached job description for qualifications.

Salary:

Based upon the current salary schedule (187-day custodian) approved by the Satsuma City Board of Education at <https://www.satsumaschools.com/Page/3247>.

Application Procedure:

You may apply by completing the following application and submitting it to:

Suzanne Bahr
Lee Elementary School
251 Baker Road
Satsuma, AL 36572
(251) 380-8210
sbahr@satsumaschools.com

Current employees should submit a letter of interest.

Deadline:

Minimum of 7 days or until position is filled.

It is the official policy of the Satsuma City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, national origin, or age, be denied employment or be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity.



TRADITION. VISION. INNOVATION.

Job Title – Custodian (HR180)

Supervisor: Principal
FLSA Status: Non-Exempt

Job Goals:

- To provide excellent custodial and facilities operation services to ensure clean, safe, well-maintained, comfortable, and efficient educational and work environments for students and personnel of the Satsuma City schools.
- To assist supervisors and school system administrators in the diagnosis, prevention, and correction of facilities problems or unsafe conditions.
- To assist with the effective management of school system equipment, fiscal and material resources, personnel, and properties.

Minimum Qualifications:

1. High school diploma or GED preferred.
2. Possess and maintain valid driver's license.
3. Ability to meet the suitability criteria for employment and/or certification licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
4. Ability to work in locations involving heights or confined spaces; to work indoors and outdoors year-round in noisy, crowded environments, and inclement weather.
5. Demonstrated skills using standard tools, equipment, materials, methods, and practices of the maintenance trade.
6. Demonstrated knowledge of methods, materials, and equipment used in cleaning furniture, floors, walls, windows, light fixtures, and plumbing fixtures and in making routine repairs.
7. Ability to carry out verbal and written instructions and demonstrate effective interpersonal skills.
8. Ability to read and follow plans, directions, and layouts for maintenance projects.
9. Ability to prioritize tasks.
10. Ability to make estimates of time and material needed for efficient project completion.
11. Ability to climb and work from scaffolding, ladders, and heights.
12. Ability to engage in prolonged standing, stooping, kneeling, crawling, bending, turning and reaching.
13. Strength and agility to lift and carry objects weighing up to 50 pounds.
14. Ability to exert up to 75 pounds of force.
15. Ability to effectively perform simultaneous projects and initiatives while meeting multiple deadlines.
16. High level of personal initiative and ability to work without close supervision.
17. Ability and willingness to work after hours, weekends, shift work or holidays if necessary.
18. Ability to be punctual and in regular attendance.
19. Such alternative qualifications to those listed as the Board may require.

Performance Responsibilities and Essential Functions:

1. Provides services to ensure a safe, secure and healthy work and learning environment at the school.
2. Demonstrates a sound working knowledge of methods, materials and equipment used in cleaning floors, walls, windows, light fixtures and plumbing fixtures.



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3. Performs custodial work that ensures an efficient and effective balance between operation and preventive custodial services for the schools.
4. Performs duties in a courteous and professional manner.
5. Scrubs, mops, waxes, and polishes floors according to established schedules and procedures.
6. Demonstrates skill, safety, and knowledge when operating equipment and using materials to care for lawns, plants, floors, furniture, and fixtures.
7. Uses proper safety equipment as appropriate when performing maintenance duties.
8. Stores, uses, and disposes of chemicals, cleaners, and products efficiently, safely, and in accordance with established procedures and instructions.
9. Delivers supplies to offices and classrooms.
10. Moves, sets up, rearranges, or removes furniture as directed.
11. Replaces light bulbs and ballasts where needed.
12. Ensures that debris is picked up, restrooms are cleaned, floors are swept and mopped, garbage receptacles are emptied, fixtures and furnishings are dusted, and facilities are made sanitary, safe, and attractive according to established schedules and industry standards.
13. Assists in regular, routine inspection of buildings and grounds for safety hazards, repairs, or service and reports needs or solves issues according to established school system procedures.
14. Follows established guidelines for dealing with emergency repair problems with efficiency.
15. Maintains and reports inventory of materials and supplies as needed and makes recommendations of supplies and equipment for purchase; includes supplies for bathroom tissue, hand towels, cleaners, deodorizers, and other necessary materials and supplies.
16. Cooperates with other school system staff members in maintaining high standards in the maintenance program.
17. Follows written and verbal instructions and communicates effectively with others (custodial staff, vendors, school staff, students, parents, community members).
18. Uses effective collaboration skills to work as an effective team member.
19. Engages in professional growth, ongoing training, and demonstrates professional ethics.
20. Engages in required orientations, trainings, safety instruction, and meetings as required for effective job performance and/or advancement.
21. Maintains appropriate confidentiality regarding school/workplace matters.
22. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
23. Reports potential problems, unusual events, or work irregularities to appropriate administrative or supervisory personnel.
24. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.
25. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
26. Properly uses and cares for tools, equipment, and material resources of the school system and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory.
27. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
28. Reports absences and takes leave in accordance with Board policies and procedures.
29. Performs any other job-related duties as assigned by Supervisor(s).



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Terms of Employment:

Nine-, Ten- or Twelve-month position as identified in job announcement and in accordance with the Board approved salary schedule.

Evaluation:

Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.



Satsuma City Schools

Application for Employment

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Qualifications

List any qualifications, certifications, etc. that you feel increase your value as a candidate for employment:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____
Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____
Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____