

## **JOB POSTING: Maintenance/Custodian- 1 part-time position**

**CEDAR HILLS ELEMENTARY SCHOOL, home of the Mighty Mustangs is seeking 1 Maintenance/Custodian position to become part of the Hackberry team. This position is responsible for the repair, maintenance, and cleanliness, and safety of all district facilities and grounds.**

### **Essential Duties:**

1. Perform all activities that are custodial in nature and deemed appropriate by Administration.
2. Keep buildings and grounds neat and clean at all times.
3. Clean and maintain all assigned workspaces and equipment.
4. Assist in building and grounds security by locking all doors and gates.
5. Maintain seasonal grounds work (snow, weeds, etc.)
6. Perform routine maintenance and repairs of buildings, equipment, and grounds.
7. Understand and follow safety procedures as provided by the district.
8. Attend mandatory in-service and training meetings.
9. Develop and maintain preventative maintenance plan for school facilities.

### **Knowledge Skills and Other Characteristics:**

1. Knowledge of safety practices and procedures for emergency evacuations.
2. Skill in developing and maintaining effective working relationships.
3. Skill in both verbal and written communication.
4. Knowledge of cleaning equipment, products, techniques, and standards.
5. Skill in using cleaning products and equipment, including the ability to verify receiving invoices, control inventory and assist in handling shipping carts as directed by Administration.

### **Work Environment/Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls, and effectively communicate. The employee is required to frequently reach with hands and arms. The employee is occasionally required to sit or stand for extended times. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs onto ladders. The employee will frequently bend or twist the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds, including such items as cleaning supplies, pails, unloading trucks, etc. Occasionally, the employee will lift and/or move up to 100 pounds when assisting another employee with a task. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Other Duties:**

The job description is not a comprehensive list of duties, responsibilities, or activities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

**Qualifications:**

1. High School Diploma or equivalent
2. Valid Arizona Commercial Driver's License
3. CPR and Basic First Aid certification or obtainable

**Work Authorization/Security Clearance:**

Must be able to pass a criminal background check and obtain a Fingerprint Clearance Card with an IVP number through the Arizona Department of Public Safety.

**Salary Range:**

**\$15.00 per hour minimum (may vary depending on credentials)**

**20-25 hours per week. 5-6 hours per day**

**4 day work week- Monday-Thursday**

**Contact Information: Send resume to the following email address.**

**Deb Warren**

**[dwarren@hesd.net](mailto:dwarren@hesd.net)**