

## Employment Opportunity

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## Notice Of Vacancy

**Position:** Custodian

**Status:** Full-time (260 days, 8 hours per day)

**Salary:** \$47,773 (starting annual salary)

**Posted Date:** October 26, 2022

**Starting Date:** November 15, 2022 (anticipated)

**Location:** Educational Service District 105  
33 South Second Avenue, Yakima, WA 98902

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**Job Description and Qualifications:** See below

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**Application Procedure** – Applicants apply through the ESD 105 Fast Track on-line application system at [www.esd105.org](http://www.esd105.org) under the Human Resources link, and ESD 105 Job Opportunities.

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**Deadline to apply:** November 9, 2022

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

**Background Check:** All new employees who will have unsupervised access to children must complete a satisfactory fingerprint check with the Washington State Patrol and the FBI. All employment is considered temporary until receipt of the satisfactory background check.

**Employment:** ESD 105 shall provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation including gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Domestic partners registered with the state of Washington will be offered the same rights/benefits as spouses to the extent that treatment is not in conflict with state or federal law. Inquiries regarding compliance procedures may be directed to the ESD's Title IX/RCW28A.640 Officer and Section 504/ADA Coordinator, Veronica Naranjo, Human Resources Director, 33 So. Second Ave., Yakima, WA (509) 454-2858

*ESD 105 is an Equal Opportunity Employer*

**POSITION DESCRIPTION**

Placement: 1-0

|                                           |                                                                            |
|-------------------------------------------|----------------------------------------------------------------------------|
| <b>Job Title:</b><br><br><b>Custodian</b> | <b>Directly Responsible To:</b><br><br>Facilities and Custodial Supervisor |
|-------------------------------------------|----------------------------------------------------------------------------|

The Custodian is responsible for the care, maintenance and repair of the Educational Service District 105 physical plant, including the exterior grounds.

**Essential Job Functions:**

- A. Schedule and provide routine, daily custodial services in all parts of the building, including trash collection; dusting; floor sweeping/vacuuming; and refill dispensers.
- B. Schedule and provide special custodial services throughout the building, including carpet cleaning, window washing, floor washing and waxing.
- C. Perform regular grounds keeping duties, including weeding/pruning and snow removal of sidewalks and parking lots.
- D. Schedule and perform routine painting.
- E. Perform regular inspection and preventive maintenance of furnaces, air conditioning units, electrical and plumbing systems.
- F. Carry out minor repairs of the above systems/components or notify director of need for professional repairs.
- G. Maintain custodial supplies and materials inventory.
- H. Assist staff in the loading/unloading of supplies, materials and equipment.
- I. Set up tables and chairs in meeting rooms as needed.
- J. Secure building.

**Other Job Functions:**

- A. Perform other related duties as assigned.

**Qualifications:**

*Required Education and Experience*

- 1. Basic experience in building custodial services and maintenance.

*Required Skills, Knowledge and or Abilities*

- 1. Ability to work with and familiarity with the use of cleaning chemicals.
- 2. Ability and willingness to work irregular hours to meet job requirements.
- 3. Ability to lift and carry 70 pounds.
- 4. Ability to operate equipment related to above functions.
- 5. Ability to work on ladders at the two story level.
- 6. Ability to spend majority of the work day standing, lifting, and walking.
- 7. Ability to pass a post-offer medical evaluation screening.

### **Physical Demands**

The usual and customary methods of performing the job's functions require the following conditions:

- **Significant:** (i.e. talking, hearing, carrying, standing, bending, walking, vision, color vision, peripheral/depth perception, ability to adjust focus, grasping, pushing, pulling, repetitive motion, lifting up to 20 pounds)
- **Frequent:** (i.e. reaching above the shoulder, use of phone)
- **Occasional:** (i.e. driving, lifting over 20 pounds up to 70 pounds)

Significant - Occupation requires this activity more than 66% of time (5.5+ hrs/day)

Frequent - Occupation requires this activity from 33% to 66% of time (2.5 to 5.5+ hrs/day)

Occasional - Occupation requires this activity up to 33% of time (0 to 2.5+ hrs/day)

*The statements contained in this job description reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, the scope of responsibilities, and the physical demands, but should not be considered an all-inclusive listing of the work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.*