Notice Of Vacancy

Position: Custodian – Seedlings East Yakima

Status: 6 hours per day; year round: 2pm – 8pm
(schedule may vary during winter months)

Salary: $15.75/hr.

Posted Date: May 20, 2020

Starting Date: June 1, 2020 anticipated

Location: Seedlings East Yakima
1604 E. Race Street Yakima WA 98901

Job Description and Qualifications: See below

Application Procedure – Applicants apply through the ESD 105 Fast Track on-line application system at www.esd105.org under the Human Resources link, and ESD 105 Job Opportunities.

Deadline to apply: May 29, 2020

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

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<th>Job Title:</th>
<th>Directly Responsible To:</th>
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<tr>
<td>Custodian – Seedlings East Yakima</td>
<td>Facilities Maintenance Lead</td>
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The Custodian is responsible for cleaning and minor maintenance of facilities and grounds which involves: providing a clean, orderly, safe, and secure environment; maintaining a preventive maintenance program; documenting information; ensuring assignments are completed in a safe, proper and timely manner; and working with vendors as necessary.

**Essential Job Functions:**

A. Schedule and provide routine, daily custodial services in all parts of the building, including trash collection and recycling; 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 maintenance duties, including weeding, pruning, mowing, collecting litter, and clearing walks of snow, applying de-icer where needed. May be required to work early mornings and/or late evenings.
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 management of need for professional repairs.
G. Performs minor maintenance tasks: remove lamps; replace burnt out light bulbs; tighten loose switch plates, doors, hinges; verify operation of sprinkling equipment, perform minor repairs; check and clean roof drains; remove clogs from toilets and sinks; paint doors or walls.
H. Maintain custodial supplies and materials inventory; and submit written requests for supplies.
I. Responds to work orders as directed by supervisor.
J. Maintains current knowledge of fire extinguishing equipment and how to report a fire and obtain emergency help
K. Assist staff in the loading/unloading of supplies, materials and equipment.
L. Set up tables and chairs in meeting rooms as needed.
M. Secure building.

**Other Job Functions:**

A. Perform other related duties as assigned.

**Qualifications:**

**Required Education and Experience**

1. High School Diploma or demonstrated strong skills in reading, writing, and communications.
2. Three years’ experience maintenance/custodial work.
Preferred Education and Experience

**Required Skills, Knowledge and or Abilities**
1. Must have high degree of trustworthiness.
2. Must have good physical and mental health.
3. Ability to move moderately heavy objects. Ability to move/lift a minimum of 40 pounds multiple times during work shift and occasionally 50 pounds.
4. Ability to learn proper use and application of a variety of chemicals and products and cleaning equipment.
5. Ability to discern appropriate work methods.
6. Ability to perform minor repairs.
7. Ability to establish and maintain positive and effective relationships with staff and guests.
8. Knowledge of general cleaning procedures.
9. Ability to work independently.
10. Ability to oversee general building security.
11. Ability to follow schedules and implement instructions.
12. Valid Driver’s License; Ability to travel; reliable transportation.

**Other**
1. Ability to pass a post-offer medical evaluation screening.
2. Ability to clear a background check through the Washington State Patrol and FBI.

**Required Licenses and/or Certifications**
None

**Physical Demands**
The usual and customary methods of performing the job’s functions require the following conditions:

- **Significant**: (i.e. sitting, talking, hearing, walking, vision, color vision, peripheral/depth perception, ability to adjust focus, grasping, handling paperwork, repetitive motion, use of personal computer, looking at a computer monitor, moving or lifting up to 40 pounds)
- **Frequent**: (i.e. standing, bending, carrying; use of phone; use of copy machine)
- **Occasional**: (i.e. driving, moving or lifting over 40 pounds up to 50 pounds, reaching above the shoulder, use of fax machine)

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.