



Phoenix School of Roseburg

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Custodian

Summary:

Phoenix School is recruiting for a new Custodian to work directly among our nonprofit organization's facility team and to serve as the primary personnel maintaining sanitation requirements for the school's operation during the COVID-19 pandemic. Expectations include the use of cleaning materials and equipment with skill and efficiency, perform heavy physical labor under minimum supervision and guidance. The position requires frequent use of independent judgement and interpretive ability while maintaining a relatively strict adherence to regularly prescribed procedures and methods.

Primary functions of this position are to continually sanitize common areas and restrooms regularly during the school day. Maintaining records of these cleaning actions will be essential. This position will directly report to the Executive Director. Work schedule would remain consistent in terms of hour/week via finalizing this school year's operations, shift to assisting with summer needs, and again support operations during the 2021-22 school year.

Opening: *Immediately*

Application Period: Accepting applications until filled

Assignment: Part-time during school year (26 hours/week)
Shift: 8:00am to 3:00pm (6.5 hours per day; MON, TUE, THR, FRI)
Schedule includes half-hour, non-paid lunch break

Compensation: \$13.25 to \$14.75 (DOE).

Benefits: 20 Hours Sick Leave Annually
Life Insurance Coverage
Employee Assistance Program

Position Requirements:

- High school diploma or equivalent.
- Must have a desire to work in a building serving high school students in a professional manner and demeanor.
- Ability to work independently at times, show initiative, and communicate.
- Ability to stay calm under pressure and meet strict deadlines.
- Ability to successfully pass a drug test (random or otherwise).
- U.S. citizen, national or lawful permanent resident.
- Maintains the integrity of confidential information relating to student, family, colleague or school patron.
- Must successfully pass a fingerprint criminal history background check.
- Regular and reliable attendance.

Preferred Qualifications:

- Some experience in custodial work.
- Possess an appropriate and valid Oregon driver's license.
- Skills and the ability to communicate in non-technical terms with a diverse population of staff and students.

Duties & Responsibilities:

- Sweeps, scrubs, waxes and polishes concrete, linoleum, tile and wood floors.
- Cleans and dusts walls, furniture, woodwork, lockers and other equipment.
- Picks up papers and other refuse on grounds and sweeps walks and entrances.
- Washes, scrubs and disinfects restrooms and shower rooms.
- Cleans and polishes metal work such as door panels and hand rails.
- Empties and cleans waste containers.
- Assists in moving or rearranging chairs, tables, desks, furniture and other equipment.
- Replaces light bulbs.
- Maintains equipment used in the course of work.
- Performs special custodial work upon the request of staff members.
- Makes minor maintenance repairs to furniture.
- Reports safety, sanitary, fire hazards and needed maintenance repairs to the supervisor.
- Raises or lowers flags.
- Responds to biohazard incidents as required.
- Removes graffiti as required.
- Directs visitors and safeguards school property.
- May perform routine grounds keeping duties, light maintenance, painting and such other duties assumed or assigned within the usual scope of this employment.
- Assures that building is secure at the end of the shift if applicable.
- Fulfills other related duties as assigned or assumed.

Marginal Duties and Responsibilities:

- Meet occasional needs for lifting requirements to change to heavy work. Incidental moving of school furniture may be requested as needed.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties, and responsibilities of this job.

- Vision abilities: close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Regularly required, in an 8-hour day, to sit for 1-3 hours; stand/walk/move around for 6-8 hours ; seldom to never driving.
- Regularly required to talk and hear.
- Regularly required to use hands to finger, handle or feel objects, tools or controls.
- Regularly required to use feet for repetitive movement as in operating foot controls.
- Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- Frequently required to stand or walk (occasionally on an uneven surface), reach with the hands and arms, stoop, and/or bend.

While performing the duties of the position, the employee works with standard office equipment with moving mechanical parts.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment could be low to moderate. The employee's work is most frequently indoors, but occasionally requires going outdoors in the weather to pass from building to building and drive from community sites.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Phoenix School of Roseburg may add to, modify, or delete any aspect of this (or the position) at any time as it deems advisable.

Phoenix School Info:

Originally established in 1981 as an alternative school, Phoenix Charter School is an award-winning public school in the Roseburg School District and is open to all students in Douglas County. Serving an enrollment of 200 at-risk students, grades 9-12. Our school has a designed facility sited on a picturesque twelve-acre campus in east Roseburg, OR. We have outstanding community support and are recognized regionally for our innovative approach with Career & Technical Education and Trauma Informed Communities. Phoenix is a charter high school provided by the Phoenix School of Roseburg, a private non-profit youth development organization.

Phoenix is a great school for teachers and administrators seeking to make a difference. Class sizes are small (average 20 students) and teacher and administrator creativity is supported in the spirit of improving our student's lives and academic achievements. Many staff members have a long history working at Phoenix and know that they make a difference and are appreciated by students, their peers, our board, and the community.

Roseburg is the service center of rural Douglas County located on I-5 just over an hour south of Eugene and situated just over an hour from the Cascade Mountains to the East, the Oregon Coast to the West, and Rogue River/Southern Oregon to the south. For those who love outdoor recreation and a great place to raise children, Roseburg has much to offer. For more information check out the Roseburg Visitors Center and Chamber of Commerce's website at www.visitroseburg.com and <http://www.theumpqualife.com/>.

Phoenix Charter High School is a subsidiary corporation of Phoenix School of Roseburg, a private, non-profit charitable organization. Information is available at our website at www.roseburgphoenix.com

Application Process:

Apply on-line through <https://roseburg.cloud.talentedk12.com/hire/index.aspx>

1. The school will provide timely notification to candidates whether they are selected for an interview.
2. After an initial round of applicants are interviewed, the position will be offered or remain open until filled.

We look forward to your application and thank you, in advance, for your interest in Phoenix School of Roseburg.