



NOTICE OF VACANCY
Logan City School District
101 West Center
Logan, UT 84321

July 10, 2019

CUSTODIAN
Logan High School

Applications are now being accepted for a full-time **Afternoon/Evening Custodian**. The job of Custodian is done for the purpose/s of providing custodial services at Logan High School; ensuring an attractive, sanitary, and safe, environment for students, staff, and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and campus events.

Hours per day: 8.0

Salary: \$15.39 per hour

Contract: 250 days

Benefits: Insurance, retirement, leave, and other benefits as outlined in the Education Support Professional Negotiated Agreement.

Application Process

Deadline: July 17, 2019 or until filled

All application materials must be submitted to Logan City School District Human Resources Office, 101 West Center, Logan, Utah 84321. Phone (435)-755-2300 FAX: (435) 755-2311.

Selected finalists will be contacted for an interview.

Applicants must submit the following:

1. Completed Logan City School District Education Support Professional Application (available online at www.loganschools.org, Human Resources Department)
2. Detailed cover letter outlining special competencies related to and specific interest in the particular position.
3. Current resume in which professional preparation and experience are clearly detailed
4. Three letters of recommendation written within the last six months

Essential Functions

- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.

- Performs minor, job related, maintenance on custodial equipment, classroom furniture and fixtures (e.g. change vacuum cleaner belts, bags, ballasts, light fixtures, etc.) for the purpose of ensuring proper functioning and usability of items.
- Performs summer and winter break maintenance (e.g. strip/wax floors, moves furniture, painting, etc.) for the purpose of completing and/or facilitating summer construction.
- Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, removing snow, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Experience: Job related experience is desired

Required Testing: None Specified

Education: High School diploma or equivalent

Equivalency: None specified

Certificates & Licenses: None specified

Clearances: Criminal Justice Fingerprint/Background Clearance

It is the policy of the Logan City Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational program, activity, or employment.

Reasonable accommodations for the application/interview process will be provided upon request, and as required in accordance with the Americans with Disabilities Act of 1990. Persons with disabilities may contact the Human Resources Director at (435) 755-2300 for additional information or assistance.