

**CARSON CITY SCHOOL DISTRICT
JOB INFORMATION**

EMPLOYMENT OPPORTUNITY FOR ALL INTERESTED PERSONS

POSITION: Substitute Custodian - Districtwide

September 25, 2008 **WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

Under general supervision, to keep assigned buildings, classrooms and office spaces clean and orderly; to perform custodial tasks in the care of floors, furniture, wall and equipment; and to perform related work as required. A complete job description is available in the Human Resources Department.

**EXAMPLES OF
DUTIES:**

Essential: Sweeps, scrubs, mops, waxes and oils floors; vacuums rugs and carpets in classrooms, offices, workshops and other work areas; dusts and polishes furniture and woodwork; empties and cleans waste receptacles and pencil sharpeners; cleans and restocks rest rooms; washes windows, chalkboards and walls; polishes metalwork; takes routine care of custodial equipment and materials; moves and arranges furniture and equipment; sets up auditorium, cafeteria and classrooms for special events and meetings; and performs related work as required.

QUALIFICATIONS:

Knowledge of: Basic methods, materials and equipment used in custodial work; good work habits; safe work practices; basic tools used in the routine maintenance of campus grounds and walkways.

Skill in: Procedures and use of tools and equipment used in custodial work; working without immediate supervision; learning to use cleaning materials, disinfectants and equipment used in custodial work; understand and carry out oral and written instructions; establish and maintain effective relationships with those contacted in the course of work.

**PHYSICAL
DEMANDS:**

Strength - Heavy Work - Lifting, carrying, pushing or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds. Will be required to use a variety of chemicals on a daily basis. May be required to wear goggles, gloves, face shields and back support occasionally. **Pre-employment drug screen test, district-sponsored.**

**LOCATION and
HOURS:**

Districtwide. Substitute Custodians work on an on-call basis only. They are to be ready to change locations whenever requested. Substitute training is a one day 8 hour session. Substitute trainees, after successfully completing training, would be eligible to substitute in the schools when regular custodial staff is absent. Day and night shifts.

**EDUCATION and
EXPERIENCE:**

Graduation from high school or the equivalent. Any combination of training, education and experience which demonstrates an ability to perform the duties of the position.

LICENSE:

Valid driver's license issued by the state of residence. Original Social Security Card.

SALARY:

Hourly rate of \$9.37 with no benefits. Works on an on-call basis only.

**APPLICATION
PERIOD:**

Applications will be accepted until filled.

APPLICATION:

Current benefited employees are to submit a letter of application. Current CCSD part time temporary employees are requested to submit a new application form. All application materials will be reviewed to determine those who possess the most appropriate qualifications.

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Those applicants selected for interview will be notified of the schedule. The successful applicant will be determined by the evaluation of education, successful experience, recent training and an interview.

REASONABLE

ACCOMMODATION: The Human Resources Department will make efforts to provide reasonable accommodations to disabled candidates in the employment process. If you have special needs, please notify the Human Resources Department at the time you turn in your application or at least three (3) days prior to an interview by calling (775) 283-2130.

NOTE:

A custodian is not guaranteed a specific site. He or she may be assigned to locations that will best serve the needs of the school district.

**ADDRESS AND
QUESTIONS:**

Application materials and any questions are to be directed to:
Human Resources Department
1402 West King Street (P.O. Box 603)
Carson City, NV 89702 Phone: (775) 283-2130

CCSD is an affirmative action, equal employment opportunity institution and does not discriminate on the basis of age, sex, sexual orientation, creed, color, race, ethnic origin, disability or veteran status in its programs or employment.

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