

Custodial/Maintenance/Bus Driver Needed Immediately

Location: Sivells Bend ISD

School District is located 20 miles northwest of Gainesville.

Primary Purpose:

Follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds and to drive two bus routes, one in the morning and one in the afternoon Monday-Friday.

Yearly Days: 226

Qualifications:

High School Diploma

Must hold a CDL Texas License

Special Knowledge/Skills:

Ability to read and understand instructions for cleaning, maintenance, and safety procedures
Knowledge of minor repair techniques and building and grounds maintenance
Ability to operate cleaning equipment and lift heavy equipment
Ability to properly handle cleaning supplies

Experience:

None required

Major Responsibilities and Duties:

Cleaning

1. Maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
2. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
3. Comply with local laws and procedures for storage and disposal of trash.
4. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.

Maintenance and Repair

5. Assist with lunchroom set up, including arranging tables and chairs.
6. Perform preventive maintenance to ensure the comfort, health, and safety of students and staff.
7. Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.
8. Make minor building repairs as needed and report major repair needs to principal.
9. Move furniture or equipment within building as directed by principal.
10. Assist in setting up facilities for special events.
11. Upkeep of all buses, and school vehicles

Safety

11. Assist with opening and closing building each school day.
12. Follow established procedures for locking, checking, and safeguarding facilities.
13. Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.
14. Inspect machines and equipment for safety and efficiency.
15. Operate tools and equipment according to established safety procedures.
16. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
17. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.

Transportation

18. Bus Transportation – Transporting students (a.m. and p.m. bus routes)
19. CDL Required

Supervisory Responsibilities:

None

Equipment Used:

Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawnmower, edger, and weed eater.

Mental Demands/Physical Demands/Environmental Factors:

Frequent walking, standing, climbing, and some heavy lifting and carrying. Work outside and inside, on slippery or uneven walking surfaces, and ladders. Exposure to hot and cold temperatures, dust, chemicals and materials.

Job Type: Full-time

Salary for Custodial/Maintenance: \$25,000-\$28,000 (Depending on experience)

Salary for Bus Driving: \$30 a route (2 routes a day = \$60 a day)

Experience:

- Custodial/Maintenance: 1 year (Preferred) but not required

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Free Breakfast and Lunch

How to Apply: Contact Lisa Slaughter, Superintendent

Phone: 940-665-6411 Ext. 112 or

Email: lslaughter@sivellsbendis.net

Deadline To Apply: Monday, January 25, 2021

Interview Date: January 26, 2021

Start Date: Immediately