

## Custodian/Maintenance Position Posting

April 24, 2019

The School District of Cochrane-Fountain City is currently accepting applications for:

Position: Custodian/Maintenance

Position Type: 12 month full-time position.

Work Hours: During school year 3:30 pm to 11:30 pm  
Summer Hours 6:30 am to 3:00 pm

Position Start Date: June 3, 2019

Qualifications:

1. Background in building operations and maintenance.
2. Knowledge of or experience in the use of basic hand tools and power equipment.
3. Knowledge and skills for carrying out light maintenance and repair tasks.
3. Experience in basic principles of institutional or industrial facilities.
4. Good organizational skills to follow directions and assigned tasks.
5. Ability to lift 70 pounds from floor to chest height.
6. Good interpersonal and communication skills to work with people in a school setting.
7. Commitment to high professional standards and ethics under stressful conditions.
8. Knowledge of safety and cleanliness procedures and materials.
9. Willing to work weekends.
10. Any other qualifications as deemed necessary.

Complete job description available upon request.

Submit letter of interest, resume, and district application to:

Garek Barum, Facility-Custodian Supervisor

Cochrane-Fountain City Schools

S2770 State Hwy 35

Fountain City, WI 54629

Application deadline May 17, 2019

**POSITION DESCRIPTION**  
**COCHRANE-FOUNTAIN CITY SCHOOL DISTRICT**

**Title:** Custodian/Maintenance

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Carry out as assigned all buildings and grounds maintenance, repair and custodial operations.
2. Daily Custodial responsibilities will include sweeping, mopping, vacuuming, window washing, dusting, emptying garbage baskets, supplying toilet paper and towel holders, and restroom cleaning.
3. Assist in the preparation for and the cleanup of after school functions or community activities held on the district facilities and grounds.
4. Follow all Board Policies and administrative procedures.
5. Follow and participate in facility security procedures.
6. Report all facilities needs as related to the structure including mechanical and electrical.
7. Assist in completion of scheduled custodial/maintenance projects during non-school days.
8. Ensure that all safety standards as required by local, state and federal law for public are met.
9. In cases of emergency, notify and cooperate with the proper authorities and school administrators.
10. Be involved with the latest trends, developments, products and equipment.
11. Perform such other duties as assigned by the Facility-Custodian Supervisor.

**QUALIFICATIONS:**

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6. Good interpersonal and communication skills to work with people in a school setting.
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8. Knowledge of safety and cleanliness procedures and materials.
9. Willing to work evenings and weekends.
10. Any other qualifications as deemed necessary.

**TERMS OF EMPLOYMENT:**

Twelve-month district employee. The salary, fringe benefits and other conditions of employment to be established by the Board of Education through the Employee Handbook and Administration.

**EVALUATION:**

Performance of the custodians are evaluated in accordance with Board Policies.