



MONROE SCHOOL DISTRICT #1J
365 North 5th Street
Monroe, OR 97456
541/847-6292 Phone 541/847-6290 Fax

Bill Crowson, Superintendent
Hilary Irwin, Business Manager
Tonya Casarez, Executive Secretary

Serving the communities of Alpine, Bellfountain, Irish Bend & Monroe
Where it takes all the communities to educate a child.

Monroe School District is currently seeking applicants for:

Custodian – Monroe Grade School (11 month position)

QUALIFICATIONS:

- Submit to and pass a criminal history check required by the school district.
- Be at least 21 years of age.
- Have a high school diploma.
- Must be proficient in English, both oral and written.
- Good time management skills.

JOB GOALS:

- To provide students with a safe, attractive, comfortable, clean and efficient place to learn, play and develop.
- To maintain the physical school plant in a condition of operating excellence so that full educational use of it can be made at all times.

GENERAL DUTIES INCLUDE, BUT AREN'T LIMITED TO:

- Keeps the building and its grounds in a safe, clean, sanitary and satisfactory condition.
- Sweeps/vacuums classrooms daily and dusts furniture; keeps floors clean and in a good state of preservation.
- Cleans corridors after school each day and during the day when their condition requires it.
- Scrubs and disinfects bathroom floors daily and cleans all sanitary fixtures and drinking fountains daily.
- Reports damage to school property and any major repairs needed promptly to the Building Administrator.
- Keeps sidewalks, play areas and common spaces neat and clean at all times.
- Follows district policies.

SALARY/BENEFITS:

- Starting wage: \$18.45/hr
- District pays 6% towards PERS and up to \$1,369 monthly for OEGB insurance.
- District provides sick leave, bereavement leave and personal days.

TERMS OF EMPLOYMENT:

- 11-month position: August – June
- Fair Labor Standards Act (FLSA) – Non-Exempt. This position is an hourly position.

PHYSICAL QUALIFICATIONS:

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 essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Monroe School District is an equal opportunity employer. The district does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, disability, veteran status or any other status protected by applicable federal, state or local law.

Employment contingent upon eligibility to work in the United States and successful completion of required background checks.

For application materials, visit: <https://monroe.k12.or.us/employment/>

Submit your application materials via:

Mail or in person:

Monroe School District, Human Resources
365 N. 5th Street
Monroe, OR 97456

E-mail: tonya.casarez@monroe.k12.or.us

Fax: Monroe School District (541) 847-6290