

Job Announcement: P/T Custodian/Maintenance Person

Hours: 6 hrs/day for 210 days. An additional 100 hours for extended time and summer work.

Wage: 2018-19 wage \$13/hour. Wage for 2019-20 not yet determined (This position is PERS eligible)

Benefits: Life, Dental and Vision coverage for self. 40 hours of sick leave provided.

Start date: After July 1, 2019, for summer hours.

Work calendar: Regular 210 day calendar begins August 6, 2019 (This includes 2 weeks off for winter break and 1 week off for spring break)

Position purpose and objectives: Create and maintain an optimum learning and working environment for students, staff and volunteers in the school building and grounds.

More information about Muddy Creek Charter School can be found at www.muddycreekcharterschool.org

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead and perform the work to ensure the facility and grounds are clean, safe, secure and in good repair to provide a safe, comfortable work and learning environment for all.
- Work independently or with other staff to arrange physical spaces, equipment and material to support the work and learning environment, including public use of the facility.
- Monitor and lead the work of others (contractors) to ensure that building systems (HVAC, water and septic, electrical, emergency and other) function to specifications to maintain high quality learning and working conditions.
- Works with building leadership to ensure emergency response systems, equipment and procedures are in place to ensure maximum safety for all.
- Serves as a member of the school safety team.
- Works cooperatively with 509j maintenance staff as needed to insure Muddy Creek School's access to resources, training and other opportunities that may arise.
- Works collaboratively with all staff as assigned by the Executive Director or his designee to manage the operations of the school facility and grounds.
- Completes and documents all required water monitoring in the building and at the pump house.
- Provides other related services as assigned.

GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner that builds confidence of staff, students, volunteers and the public.
- Observes laws, policies and procedures of the state and school.
- Establishes and maintains effective working relationships with staff, students, volunteers, parents and the public.
- Strong organizational skills.
- Ability to work independently.
- Knowledge and experience with small tools and ability to conduct minor repairs to facilities as needed.
- Demonstrate good judgment regarding the need to consult with or call in specialists.

- Maintain regular attendance at work. Is punctual. Is able to respond to special circumstances outside of regular work hours.
- Develop job skills necessary to meet the needs of the position.
- Maintain personal appearance and hygiene appropriate to the position.

This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. MCCA may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

TERMS OF EMPLOYMENT:

This position is for the 2019/2020 school year. MCCA hires all employees on an annual basis as at will employees.

All applicants will be considered carefully. Those candidates selected for interviews will be notified shortly after the closing date. All applicants will be notified when the position is filled.

Muddy Creek Charter School is an Equal Opportunity Employer -- Qualified applicants are considered for employment without regard to race, religion, color, national origin, sex, sexual orientation, age, marital status, veteran status, genetic information, or disability in accordance with state and federal law.

Submit your letter of interest, a resume, and at least three letters of reference to:

Muddy Creek Charter School

30252 Bellfountain Road

Corvallis, OR 97333

Or submit via email to: office@muddycreekcharterschool.org

Position is open until filled.