



**Send Application and Information to:**

Department of Personnel  
P.O. Box 1388  
Port Arthur, TX 77641-1388

## **Custodian Vacancies**

(Vacancy Announcement)

**Application Procedures:** **District Employees:**  
Letter of Interest and updated résumé

**Contact Person:** Jimmy Wyble

**NonDistrict Applicants:**

1. Letter of Interest for each position
2. Current résumé
3. Completed application
4. Copy of transcript(s)
5. Criminal record release

**Posted December 19, 2011 – Until Filled**

**Custodian (2) 260 days \$8.18 - \$11.41/hr. Location: To Be Determined**

- 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.
- Maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
- Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
- Comply with local laws and procedures for storage and disposal of trash.
- Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.
- Assist with lunchroom set up, including arranging tables and chairs.
- Perform preventive maintenance to ensure the comfort, health, and safety of students and staff.
- Regulate heat, ventilation, and air conditioning systems to provide appropriate temperatures and ensure economical usage of fuel, water, and electricity.
- Make minor building repairs as needed and report major repair needs to principal.
- Move furniture or equipment within building as directed by principal.
- Assist in setting up facilities for special events.
- Assist with opening and closing building each school day.
- Follow established procedures for locking, checking, and safeguarding facilities.
- Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.
- Inspect machines and equipment for safety and efficiency.
- Operate tools and equipment according to established safety procedures.
- Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
- Equipment Used: Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawn mower, edger, and weed eater.
- Mental Demands/Physical Demands/Environmental Factors: Frequent walking, standing, climbing, and heavy lifting and carrying. Work outside and inside, on slippery or uneven walking surfaces, and ladders.
- Perform other duties and functions as assigned by the Principal or Coordinator of Custodians.

### **Contact Numbers**

PH: (409) 989-6282; (409) 989-6251; FX (409) 983-2733; [www.paisd.org](http://www.paisd.org)