



290 First Street  
P.O. Box 100  
Gervais, Oregon 97026-0100  
Phone: (503) 792-3801  
FAX: (503) 792-3809  
www.gervais.k12.or.us

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## Vacancy Announcement Please Post December 18, 2018

### POSITION:

- Custodian II

### TERMS OF EMPLOYMENT / SALARY:

- 260 days per year, 8 hours per day
- \$14.01 – 15.50 per hour pending negotiations

### STARTING DATE:

- February 4, 2019

### MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent;
- Successful experience as a school custodian, or other equivalent experience;
- Ability to maintain cooperative relationships with other employees;
- Demonstrate aptitude or competence for assigned responsibility, and possible certifications in water, pesticides, and asbestos;
- Successful experience maintaining grounds and small equipment repair, or other equivalent experience;
- Experience in cleaning methods, and the use and safety of cleaning materials and equipment;
- Perform heavy manual labor, and lift up to 75 pounds;
- Have a First Aid card, as requested by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

### PERFORMANCE RESPONSIBILITIES:

- See Job Description in Application packet

### HOW TO APPLY:

- Submit a complete classified application, letter of interest addressing your strengths relative to the position, a professional resume and three letters of recommendation to: Sandra Segura at the District Office. The District Office is located at 290 First Street – PO Box 100 – Gervais, OR 97026.

### APPLICATION DEADLINE:

Applications will be accepted until **4:00 p.m. on January 11, 2019** at the District Office.

### HIRING TIMELINES:

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|--------------------------|----------------------------|---------------------------|--------------------------|
| ▪ Advertise opening:     | 12/18/2018                 | ▪ Interviews:             | 01/16/2019               |
| ▪ Applications due:      | 01/11/2019 or until filled | ▪ Board Approval:         | 02/21/2019               |
| ▪ Applications screened: | 01/14/2019                 | ▪ Position to be offered: | 01/18/2019 (conditional) |

*Gervais School District is an equal opportunity educator and employer.*

*Persons having questions about or requests for special needs and accommodation should contact the Director of Special Programs at the Gervais School District Office, 290 First Street, Gervais, OR 97026, Phone (503) 792-3801. Contact should be made 48 hours in advance of the event. The Gervais School district's policy is to provide veterans and disabled veterans with preference as required by law. Applicants are required to provide certification of eligibility for preference.*