

SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



CLASSIFIED POSITION VACANCY INTERNAL AND EXTERNAL JOB POST CUSTODIAN

- POSITION:** Maintenance/Custodian 5 days per week/8 hours per day
Hours: 3:00pm-3:30pm District Office, 3:30pm-6:30pm Tomales Elem., 6:30pm-11pm Tomales High
Anticipated start date: Monday, September 25, 2017
- SALARY RANGE:** \$16.28 - \$23.19 (depending on experience) plus vacation, holidays, and \$.50 per hour for hours worked beyond 5:00 p.m. Excellent benefits package
- JOB SUMMARY:** Has responsibilities for the cleaning and maintenance of the schools. Will work under the general supervision of the site principal to assure that the facilities, buildings and equipment are maintained in a functional manner. Carries out usual and expected custodial duties. Must be able to perform minor repairs, grounds keeping and other duties as assigned in order to keep the site and grounds in the best possible condition.
- QUALIFICATIONS:** Requires high school education or the equivalent. Ability to work independently with minimal supervision. Know basic principles of maintenance, repair and cleaning a school. Previous paid or volunteer work in school settings highly desirable. Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential job duties with or without reasonable accommodation. Bilingual in Spanish preferred.
- Offers of employment subject to:**
- Fingerprint clearance
 - Negative TB clearance
 - Valid California Driver's License & DMV Clearance
 - Post Offer/Pre-Placement physical exam (POPP)
- LOCATION:** Tomales High School (9-12), Tomales Elementary (K-8), the District Office are located in the town of Tomales, California, situated approximately 18 miles west of Petaluma. Both school sites have enrollment of 325 students and serves the rural areas of west Marin County and southwest Sonoma County.
- HOW TO APPLY:** To be considered for this position:
- Application available via EdJoin.org
<https://www.edjoin.org/Home/JobPosting/964971>
 - Submit application with required documents via EdJoin.org or
 - Mail to: Shoreline Unified School District, PO Box 198, Tomales, CA 94971
 - Letter of interest describing your reasons for applying for this position
 - Resumé
 - Three current professional letters of reference regarding your performance in previously held positions
- Current employees of Shoreline Unified should submit a letter of interest with your qualifications to the District Office by application deadline.
- APPLICATION DEADLINE:** Applications must be received by Friday, September 15, 2017, at 3:00 p.m.
Interviews scheduled for the week of September 18, 2017
Open until filled