



**Position Title:** Custodian  
**Organizational Level:** Generalist  
**Duration/Status:** Regular, part-time 20-25 hours per week, Monday-Friday. This position is not exempt from overtime.  
**Pay:** \$15 per hour  
**Requirements:** Must pass background check and pre-employment drug screen.  
**Submission Detail:** Submit an NCRD Employment Application. Position open until filled. Submit application electronically to [ncrd@ncrdnehalem.org](mailto:ncrd@ncrdnehalem.org), by mail to NCRD, PO Box 207, Nehalem, OR 97131, or in person to NCRD Welcome Center at 36155 9<sup>th</sup> Street, Nehalem.

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **GENERAL DESCRIPTION:**

Under general supervision, the Custodian is responsible for the cleanliness of entire facility, inside and out. Incumbents work independently and plan/schedule tasks so as to use limited time efficiently.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Executive Director and/or Assistant Executive Director. Incumbents of this position do not routinely exercise supervision.

#### **ESSENTIAL FUNCTIONS** *(include but are not limited to the following):*

1. Check facility calendar often, monitoring activities and future events to efficiently schedule duties.
2. Keeps custodial supply area organized and clean.
3. Maintains adequate inventory of custodial supplies.
4. Weekly the incumbent performs the following duties:
  - a. Aquatics: Sweep all stairs, vacuum and dust pool lobby; sweep and pick up trash at exterior steps; clean, deodorize, sanitize shower rooms; remove trash and recyclables, vacuum pool office.
  - b. Fitness Center: Remove trash and recyclables, vacuum and dust rooms and hall.
  - c. Youth Center: Remove trash and recyclables, vacuum, clean and sanitize counters and tables.
  - d. Main Office: Remove trash and recyclables, dust, and vacuum. Spot clean carpets as needed.
  - e. Classrooms: Remove trash and recyclables, dust, sweep/dust mop, mop, vacuum, clean tables, open shelves, chalk trays, and chalk boards; spot clean carpets as needed.
  - f. Restrooms: Clean, deodorize, sanitize, mop, remove trash and check paper and soap supplies; be sure they are always well stocked and plan for times of heavy facility use.
  - g. Hallways (including mezzanine): Sweep/dust mop, vacuum entry mats.
  - h. Gymnasium: Empty trash can; sweep/dust mop.
  - i. Kitchen/dining: Sweep and mop floor, clean and sanitize counters, cupboard doors, and tables.
  - j. Exterior: Sweep front sidewalk, steps, etc.; pick up trash.
5. Twice-yearly the incumbent performs the following duties:
  - a. Wash/wax/buff all tiled and wooden floors.
  - b. Clean all carpets.
  - c. Clean windows.
6. Performs other related job duties as assigned.

**QUALIFICATIONS** *(The following are minimal qualifications necessary for entry into the classification.):*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Custodian. A typical way of obtaining the required qualifications is to possess the equivalent of some relevant custodial experience.

**License/Certificate:**

Possession of a valid Oregon driver's license may be required at the time of appointment and reliable transportation and a good driving record is required. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Incumbent is expected to attend on-the-job training in safety procedures, including the clean-up of blood-borne pathogens.

**KNOWLEDGE/SKILLS/ABILITIES** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.):*

1. Demonstrate initiative yet able to take direction.
2. Ability to work flexible schedule.
3. Ability to read, write, schedule, and record.
4. Demonstrated attention-to-detail, trustworthiness, and strong work ethic.
5. Able to pass the required background check.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry, and push tools, equipment, and supplies weighing 50 pounds or more is also required. The incumbent may use chemicals, which may expose the employee to fumes, dust, and air contaminants and require the use of personal protective equipment. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Note: North County Recreation District reserves the right to change, reassign, or combine job duties at any time. As duties are performed by one employee all skills and tasks are considered essential. This job description is intended to illustrate the general nature and level of work expected.



## Employment Application

North County Recreation District considers applicants for all positions without regard to race, color, sex, national origin, disability, marital status, sexual orientation or any other legally protected status.

<b>APPLICANT INFORMATION</b>			
Last Name	First Name	M.I.	Date
Street Address		Apartment/Unit #	
Mailing Address		City	State    Zip
Phone		E-mail Address	
Date Available	Position Applied for		
Are you a citizen of the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If no, are you authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Have you ever worked for this district? <input type="checkbox"/> YES <input type="checkbox"/> NO   If so, when?			
Are you a Veteran? <input type="checkbox"/> YES <input type="checkbox"/> NO   If yes, please request Veterans Preference Form.			

<b>EDUCATION/PROFESSIONAL CERTIFICATIONS</b>			
High School		Address	
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
College		Address	
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
Other		Address	
From	To	Complete certification? <input type="checkbox"/> YES <input type="checkbox"/> NO	Cert.

<b>REFERENCES – Please list three professional references.</b>	
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone

<b>PREVIOUS EMPLOYMENT – LAST 10 YEARS – USE ADDITIONAL SHEETS AS NECESSARY</b>		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		

<b>DISCLAIMER AND SIGNATURE</b>	
<p>By my signature, I certify that all answers and statements on the application are true and complete to the best of my knowledge. I understand that should North County Recreation District learn, at any time, of any untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with North County Recreation District terminated. I hereby authorize past/present employers and educational institutions to release information concerning my work or educational history to be used solely in determining my qualifications for this position. I hereby release North County Recreation District as well as those contracted by North County Recreation District from any liability or damage which may result from furnishing the information requested. North County Recreation District may make copies of this authorization available to those contacted.</p>	
Signature	Date

**Pre-employment substance screening may be required.**

**American with Disabilities Act accommodations will be provided upon request.**

**North County Recreation District is an Equal Opportunity Employer**



**RELEASE AND WAIVER**

Applicant's Name	Date
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**Important: Please read carefully and initial each paragraph before signing.**

I understand and acknowledge that I may be required to submit to a physical examination, including substance screening. Additionally, I hereby authorize the release of the results of such an examination to North County Recreation District for their use in evaluating my suitability for employment. Further, I release the examining facility and North County Recreation District from any and all liability, and from any damage that may result from the release of such information.

Initials: \_\_\_\_\_

I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form and accompanying resume, if any, and any other person or entity with knowledge of me to provide North County Recreation District with any information and opinion which North County Recreation District regards as useful to it in making a hiring decision. I release such persons and organizations from any legal liability in making such statements or furnishing any and all information North County Recreation District may seek.

Initials: \_\_\_\_\_

I understand that this application by itself does not create a contract of employment. I understand and agree that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME, subject to North County Recreation District ordinances, policy, and rights provided by written contract.

Initials: \_\_\_\_\_

I have read, understand, and agree with all the above statements.	
Signature	Date

<i>Office Use Only</i>	
<i>Application Received by:</i>	<i>Date</i>

# North County Recreation District

## Veterans Preference Form



Under Oregon law, Veterans who meet minimum qualifications for a position may be eligible for employment preference. If you think you qualify, please read the following checklist carefully. Check the box for each item that is appropriate. If you need further explanation or have special circumstances, please contact North County Recreation District.

**This completed form and the required documentation must be submitted to North County Recreation District at the time you submit your application.**

**A. Qualified Veteran Questions:** You may claim Veterans Preference if you check at least one of the four boxes below in Section A and provide proof of eligibility by submitting a copy of your DD-214 or DD-215, Certificate of Release and Honorable Discharge.

ORS 408.225 (d)

- I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days and was discharged or released under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days and was discharged or released under honorable conditions because of a service-connected disability; or
- I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- I received a combat or campaign ribbon for service in the Armed Forces of the United States.

"Active Duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

**B. Qualified Disabled Veteran Questions:** You may claim additional employment preference if you can check at least one of the three boxes below in Section B and provide proof of eligibility by submitting both of the documents listed below:

1. A copy of your DD-214 or 215, Certificate of Release and Honorable Discharge, Copy 4, and
2. A public employment preference from the United States Department of Veterans Affairs. To order the letter call 1-800-827-1000 and request a public employment preference letter.

ORS 408.225 (b)

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans Preference points and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification or dismissal, regardless of when discovered.

Print Name	Social Security Number	
Signature of Applicant		Date
Position Applied For		

ORS 408.225-230

Preference will not be awarded without the appropriate documentation. You must submit your DD-214 or 215 in all cases. If you are claiming Disabled Veteran points, you must also submit the public employment preference letter from the Department of Veterans Affairs. You will not receive preference without these accompanying documents.

\*\*Preference points are allocated as follows: 5 points or .05% for Veterans Preference and 10 points or .10% for Disabled Veterans Preference where a number system or points are used to hire candidates. Points are applied at each step of the process that would result in a disqualification for scores.