



# Sisters School District

“Home of the Outlaws”

---

**Position Title:** Substitute Custodian

**Posting Date:** Updated February 26, 2026

**Position Closes:** Open until filled - ongoing recruitment

**Date Available:** As soon as possible

**Position Summary:** To clean and maintain the physical facilities in the most effective and efficient manner possible. Assists Lead Custodian with coordination of work tasks and organize work to coincide with activities in the building. Communicate with other custodial staff, assists with the ordering of supplies and participates in special projects. Write work orders for work that needs to be completed in and around the building and keep in close contact with supervisor regarding all building custodial issues.

Work hours per day vary. Monday - Friday during school year hours are 3:00 pm — 11:30 pm and flexible hours for events. Monday —Friday when school is not in session hours are 7:00am — 3:30pm.

**Qualifications:**

- Demonstrated aptitude or competence for assigned responsibilities (high school diploma or equivalent preferred).
- Knowledge of and ability to apply skills pertaining to school custodial maintenance.
- Able to perform strenuous physical labor (must be able to lift up to 50 lbs.)
- Ability to establish and maintain effective communication and working relationships with students, staff, parents, and the general public.
- Ability to work without close supervision.
- Knowledge of and ability to perform basic computer skills.

**Performance Responsibilities:**

- Performs daily upkeep and cleaning of assigned area without direct supervision.
- Exercises initiative to provide quality services and maintenance of assigned area within the established time frame.
- Promptly reports needed repairs and/or damage using the computerized work order system.
- Reports safety issues immediately to a supervisor.
- Assumes daily responsibility for the security of assigned area.
- Conducts an ongoing program of general maintenance, upkeep and repair of assigned area.



# Sisters School District

“Home of the Outlaws”

---

- Assists with all grounds maintenance and/or repair of outdoor facilities when directed.
- Assists in necessary snow removal or other such tasks as the weather may dictate.
- Participates in appropriate in-service training programs and meetings as directed.
- Performs preventative maintenance and/or other activities necessary to the District's operation during seasonal times when school is not in session.
- Performs preventive maintenance and upkeep of custodial equipment.
- Performs event set-up and strike. For large events, event coordinator will provide physical support.
- Assists facility maintenance staff in light replacement.
- Performs other duties as required by the District.

**Salary:** \$18.46 - \$21.54 per hour (day shift) and \$19.01- \$22.19 per hour (swing shift, 3pm – 11pm)), based upon previous work experience. This position is not eligible for health benefits.

**Submission Details:** Submit your TalentEd Recruit & Hire Application, Cover Letter, Resume, Transcripts and Two (2) letters of recommendation on TalentEd Recruit and Hire @ <https://sisters.schoolspring.com/>

**Contact:** The HR Department for any questions regarding this position @ 541 549- 8521 #5021.

---

## Notice of Nondiscrimination

---

The Sisters School District is committed to equal opportunity and does not discriminate on the basis of race<sup>1</sup>, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, age, marital status, veteran status, or any other protected status in our programs and activities.

[1] Includes discriminatory use of Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).