



***SOUTHWESTERN C.U.S.D. NO. 9
POSITION POSTING***

NON-CERTIFIED POSITION

 X Regular Posting
 Emergency Posting

Date of Posting: February 26, 2024

Position: **Full-Time Custodian**
Hours approx. 3:00 p.m. to 11:30 p.m.
Position to start immediately.

Qualifications: **General knowledge and skills of basic cleaning, repair and maintenance of a school building and equipment.**

New () Vacated (X)

Location of work station: **Southwestern High School**

Full Time (X) Part Time ()

Deadline for making application: **Posted until filled.**

For additional information, call the Superintendent's Office at (618) 372-3813, Opt. 0, or Kevin Constable, Director of Maintenance at (618) 372-3813 Opt. 6.

Interested individuals should send a letter of interest, a resume, and a minimum of 2 references with contact information. All applications should be in writing and delivered to the Superintendent's Office. Mailing address: Southwestern C.U.S.D. #9, P.O. Box 728, Brighton, IL 62012. Email to: kconstable@piasabirds.net or agrothaus@piasabirds.net.

Southwestern Community Unit School District #9 is an Equal Employment Opportunity Employer.

**SOUTHWESTERN COMMUNITY UNIT SCHOOL DISTRICT NO. 9
EDUCATION SUPPORT STAFF
JOB DESCRIPTION**

TITLE: Custodian

REPORTS TO: Principal/Building Supervisor and/or Director of Maintenance

CLASSIFICATION: Educational Support Staff

WORK YEAR: 12 Months

WORK DAY: Per ESP Agreement

SALARY: Per Contract Salary Schedule

EVALUATOR: Principal/Building Supervisor and/or Director of Maintenance

MINIMUM QUALIFICATIONS:

Possess general knowledge and skills of basic cleaning, repair and maintenance of a school building and equipment.

BASIC FUNCTION:

To clean and maintain the assigned building and grounds in a condition that promotes the health and safety of students, staff and the public.

GENERAL DUTIES & RESPONSIBILITIES

1. Sweep, mop, strip, wax and buff floors
2. Vacuum and shampoo rugs and carpets
3. Dust, wash and polish furniture and woodwork.
4. Empty and clean trash cans.
5. Clean and sanitize bathrooms and drinking fountains.
6. Clean and sanitize student desks and tables.
7. Clean locker rooms and shower areas (if applicable).
8. Wipe down lockers as needed (if applicable).
9. Clean whiteboard/chalkboards and trays as needed.
10. Assist in setup for school functions including board meetings (if applicable).
11. Maintain an inventory of supplies, equipment and materials.
12. Move furniture and equipment as needed.
13. Dust mop and wet mop gym floor, stage and bleachers (if applicable).
14. Change light bulbs.
15. Clean/mop cafeteria floor daily and sanitize lunchroom tables (if applicable).
16. Keep storage areas neat and orderly.
17. Accurately label all MSDS Products.
18. Keep building and premises neat and clean.
19. Assist in snow removal where appropriate.

20. Perform emergency clean up service resulting from breakage, vandalism, spilling or illness.
21. Promote positive interaction with students, teachers, staff members and visitors.
22. Perform security checks and maintain a secure facility.
23. Inspect District property and observe activities on District property for unsafe conditions which may lead to injury; correct any unsafe practices and conditions and report all potential safety hazards to supervisors.
24. Work with supervisors to develop and maintain a program of safe conditions and practices for the welfare of students, faculty, employees, volunteers and visitors.
25. Inspect office areas and equipment to ensure hazards are removed or reported.
26. Participate in staff meetings and trainings (if applicable).
27. Adapt to changes in assignment, programs and materials.
28. Demonstrate the ability to work effectively with others.
29. Complete Public School Works On-Line Training or current district tool.
30. Perform duties and responsibilities as assigned by the superintendent.