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EMPLOYMENT OPPORTUNITY

Internal and External

POSITION: Custodian Part-Time
(Monday – Friday 11:00 a.m. to 3:00 p.m.)

REPORTS TO: Building Chief

LOCATION: Carrie Downie Elementary School

CLOSING DATE: August 11, 2025

START DATE: ASAP

WORK YEAR: 12 Months

COMPENSATION: Refer to [Custodian-Maintenance Salary Scales-FY2025](#)

FLSA STATUS: Nonexempt

POSITION GOAL:

Performs custodial duties as assigned by the chief custodian or building administrator. Develops and implements custodial services which will provide clean, comfortable, healthy, safe and attractive buildings for students, staff, and visitors.

MINIMUM REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High School Diploma or Equivalent preferred.
- Must be flexible for shift/schedule changes based on needs of the district. Management will notify employees affected at least seventy-two (72) hours in advance, except in case of an emergency.
- The employee must be able to lift, push and/or move up to 50 pounds. He/she must also be able to work in extreme temperatures and/or weather conditions. This job requires repetitive stooping, twisting and bending. Employees must be able to work in extreme temperatures and/or weather conditions.
- Physical ability to perform essential functions listed below.
- Neat and clean appearance.
- Able to get along with adults and students.
- Good moral character, honest, dependable and courteous.
- Able to follow instructions and must have quality of inquiring before taking action on items with which one is not familiar.
- Able to read, write and communicate professionally and effectively with staff and students as needed.
- Valid driver's license preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to satisfactorily perform the essential duties and responsibilities related to the District. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Cleaning: scrub, wax, buff, dust, sweep or clean floors, walls, blinds, furniture, lavatories, classrooms, offices, hallways, common areas, locker rooms, lockers, shelves, fixtures and glass surfaces.
2. Maintain and do minor repair of furniture.
3. Perform the following duties in the cafeteria area:
 - Clean kitchen and cafeteria floors.
 - Remove filters in hoods for cleaning.
 - Cleaning of range hood.

- Clean bathroom/locker room.
 - Clean hand washing sink(s).
 - Clean grease trap as necessary.
 - Deliver government surplus supplies and frozen food cases to the storage areas.
 - Empty trash in kitchen and cafeteria areas.
 - Mop up spills in cafeteria during lunch periods.
1. Perform minor maintenance repairs to building facilities including replacement of small window glass.
 2. Assist in snow removal.
 3. Regular attendance is an essential duty of this position.
 4. Other related duties as assigned.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee must be able to lift, push and/or move up to 50 pounds. This job requires repetitive stooping, twisting and bending. Employees must also be able to work in extreme temperatures and/or weather conditions. While performing the duties of this job, the employee is regularly required to use hands and/or fingers to handle or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stand, walk, and sit. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

STANDARD REQUIREMENTS:

- Satisfactory Criminal Background Check-must be less than 1 year old
- DE Child Protection Registry Report
- TB Test Results-must be less than 1 year old
- Signed Social Security card-required by State of Delaware for payroll purposes; you will be able to upload copy directly into your Onboarding Packet
- I-9 Form with appropriate forms of identification
- Mandatory Direct Deposit of paycheck

APPLICATION PROCEDURES:

Interested candidates who meet the minimum qualifications may apply by completing an employment application via AppliTrack at <https://applitrack.com/colonial/onlineapp> no later than

11:59 pm on the closing date indicated above. A cover letter and resume are required for external candidates and preferred but not required for internal candidates.

Applicants needing special accommodation in the application process of this vacancy announcement may contact the Human Resources Division at 302-323-2712.

Note: Incomplete application packages will not be considered.