

September 19, 2025

East Aurora School District 131 has the following opening(s) for the 2025-2026 school year and will accept applications from candidates who may be interested in the position(s) listed below.

VACANCY NOTICE

POSITION TITLE: Custodian (lateral transfer) ANTICIPATED

BUILDING(S): Oak Park Elementary School

TERMS OF EMPLOYMENT: 12 months. 5 day work week as assigned. 8 consecutive hours between 10 am-6:30 pm. ½-hour paid/unpaid lunch. 2 ten-minute breaks.

IMMEDIATE SUPERVISOR: Building Principal or Designee

EVALUATION PROCEDURES: Per the Collective Bargaining Agreement

SALARY: \$22.16/hour

START DATE: 10/01/2025

JOB ID: 4828

QUALIFICATIONS:

High school diploma or G.E.D preferred. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Ensures overall security of the building as it relates to the activation/deactivation of the security system, locking/unlocking doors, securing of windows, doors, locks, removal of safety hazards, etc.
2. Assists the fireperson/engineer with the overall appearance of the building and grounds regarding of specified areas, including, but not limited to: removal of snow, trimming & cutting of lawn & shrubbery, housekeeping.
3. Engages in light maintenance such as, but not limited to, changing of light bulbs; cleaning/changing of filters; repair of lockers, desks, and other minor repairs.
4. Assists in set up for regular and special functions such as, but not limited to, gym and lunchroom uses, student activities, open house events, PTA events, etc.
5. Adheres to and promotes standard building and safety operating procedures.

6. Responds promptly to all emergencies including when school is closed.
7. Helps to ensure compliance with the various federal, state, county, and local codes, inspections, and other required sanitation and safety standards.
8. Assists with shipping, receiving, and inventory as needed.
9. Assists in setting up for breakfast and/or lunch in the gym/lunchroom when necessary.
10. Cleaning of assigned area(s) with the following responsibilities:
 - a. Empty all trash in area and place in dumpster.
 - b. Vacuum/dust mop classrooms daily. Wet mop as needed.
 - c. Clean chalkboards daily, wash one (1) time weekly or as needed.
 - d. Dust mop hallways daily. Wet mop when needed. Buff two (2) times weekly.
 - e. Clean and sanitize all drinking fountains and clean mirrors daily.
 - f. Clean and sanitize restrooms in assigned area daily.
 - g. Vacuum all carpeted areas, including doormats daily.
 - h. Clean window glass one (1) time weekly or as needed and door glass daily.
 - i. Refill/replace hand towels, soap dispensers, and toilet paper daily.
 - j. Dust desktop and shelves as needed with a minimum of three (3) times weekly.
 - k. High dust (doorframes, clocks, exit signs, picture frames, etc.) one (1) time monthly or as needed.
11. Assumes other responsibilities assigned by the Principal or Building and Grounds Supervisors.

APPLICATION PROCEDURE:

Applications should be completed online at <https://www.d131.org> or by a letter to Dr. David Ballard, Associate Superintendent for Staff and Student Services (dballard@d131.org), stating the qualifications as compared to the job description. Position(s) will remain open through September 26, 2025. East Aurora School District 131 is an Equal Opportunity Employer.

BENEFITS:

TRS/IMRF Pension
403b
Medical
Dental
Vision
Flexible Spending Program
Basic Life and AD&D
Disability Coverage
Employee Assistance
Pet Insurance
Identity Theft Protection