VACANCY NOTICE

POSITION: Head Custodian
LOCATION: Caledonia Elementary School
START DATE: June 1, 2020
HOURS: Monday-Friday; 6:30 a.m. to 3:30 p.m. with weekend work
SALARY: $17.00/hour;
QUALIFICATIONS/EXPERIENCE: See attached job description

Qualified applicants should complete an online application at www.district100.com. All current employees must submit an application under “Internal Applicants” within five (5) days of the posting date to be considered for this position. Please notify your current supervisor of your intent to transfer.

Human Resources Department
Belvidere Community Unit School District 100
1201 Fifth Avenue
Belvidere, IL 61008

Posting: March 6, 2020

Community Unit School District 100 does not discriminate on the basis of age, race, creed, color, handicap, sex, sexual orientation, development disability, national origin, ancestry or marital status
Job Description

Position:          Head Custodian

Reports to:       Supervisor of Buildings and Building Principal

Qualifications:   Cooperates with all certified and non-certified personnel, students and parents.

Terms of Employment:       12-months

Basic Function: Under the direction of the Supervisor of Buildings and building principal, oversees all building operations consisting of cleaning the building, heating, ventilation and general supervision of the maintenance of all equipment in the building and on the grounds.

Performance Responsibilities

1. Directs and plans the work of all other custodial employees in the building, makes assignment for successful operation, arranges workloads and assists employees to perform their duties satisfactorily.
2. Prepares and forwards to the Supervisor of Building a work order form for any repair that requires skill beyond on-site staff. In the event of an emergency repair, he/she calls the Supervisor of Buildings and the building principal.
3. Makes scheduled inspections of all custodial areas, prepares all required forms and ensures that the district building and grounds are maintained in a safe condition.
4. In conjunction with the building principal, annually prepares an evaluation of all employees under his/her supervision and submits the evaluation to the Supervisor of Buildings.
5. Maintains regular custodial work schedule, in addition to his/her supervisory duties.
6. Oversees the operation of boilers and entire heating plant and air conditioning of building. Checks building at least once on Saturday, Sunday and holidays for proper operation of the heating and to check for any vandalism (overtime will NOT be paid)
7. Requisitions needed custodial supplies and keeps an accurate inventory of usage so that building has the custodial supplies needed to carry on the work in the building.
8. Keeps building and its equipment in good working condition and maintains the building at an acceptable standard at all times.
9. Protects the district against liabilities. Instructs all employees under his/her supervision in safe work practices, Board of Education policies and administrative rules.
10. Performs other duties as may be assigned.
11. Must be capable of supporting and/or lifting up to 100 pounds.
12. May be required to work off shift hours on emergency calls.

**Evaluation:** Performance of this job will be evaluated in accordance with the provisions of the Board’s policy on educational support personnel.