# VACANCY NOTICE

**POSITION:** Custodian - 2nd shift  
**LOCATION:** Belvidere South Middle School  
**START DATE:** July 1, 2020  
**HOURS:** Monday-Friday; 3:30 p.m. to midnight with some Saturday work  
**SALARY:** $13.00/hour; 2nd shift differential ($0.50) 3rd shift differential ($0.75)  
**QUALIFICATIONS/EXPERIENCE:** High School Diploma  See attached job description

Qualified applicants should complete an online application at [www.district100.com](http://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: Custodial

Classification: Custodial/Grounds

Reports to: Director of Building and Grounds/Building Supervisor or Head Custodian

Qualifications: High School Diploma
Custodial Experience

Terms of Employment: Twelve Month Employee

Basic Function: Under the direction of the Director of Buildings and Grounds or designee, duties include, but are not limited to, the upkeep and cleanliness of all buildings and grounds as assigned. Cooperate with all certificated and non-certificated personnel, students, and parents.

1. Cleans assigned areas.
2. Reports all needed repairs in his/her assigned area, or the building as a whole, and on the proper forms.
3. Cleans and properly maintains custodial equipment and custodial closets that he/she uses.
4. Performs minor maintenance such as replacing light bulbs, repairing student desks, and any other repairs that he/she is qualified to do.
5. May be assigned snow removal and/or light application of ice melt.
6. Performs other related tasks that may be assigned.
7. Must be able to support 100 pounds.
8. May be required to work off shift hours on emergency calls.

UPDATED 2.23.2010