



BELVIDERE
DISTRICT 100
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VACANCY NOTICE

POSITION:	Custodian- 2nd Shift
LOCATION:	Seth Whitman Elementary School
START DATE:	September 17, 2025
HOURS:	Monday-Friday; 3:00 p.m. to 11:30 p.m. with some weekend work
SALARY:	Custodian: CUS2 \$18.25/hour; (CBA Agreement -Article 11)
BENEFITS:	Blue Cross Blue Shield Booklet English / Spanish
QUALIFICATIONS/EXPERIENCE:	High School Diploma See attached job description

Qualified applicants should complete an online application at www.district100.com. All **current employees** must submit an application 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: September 3, 2025

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



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JOB DESCRIPTION

Position: Custodian

Supervisor: Custodial Manager or Designee

Contract: Twelve Month Employee

I. QUALIFICATIONS

A. Required Qualifications

1. High school diploma or equivalent.

B. Preferred Qualifications

1. Experience working custodial in a school environment.

C. Skills and Knowledge

1. Knowledge of general math.
2. Proficient computer skills.
3. Prioritize work based on changing situations.
4. Utilize equipment under various conditions for multiple purposes while using multiple job-related equipment.
5. Excellent communication skills.
6. Experience using email and electronic systems to receive and process work orders.
7. Strong problem-solving is required to identify issues and create action plans.
8. Specific ability-based competencies required to perform the role satisfactorily include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working with constant interruptions; and displaying custodial aptitude.

D. Physical Requirements

1. The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; considerable stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 10% sitting, 60% walking, and 30% standing. Must be able to support 100 pounds.



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E. Environment

1. This job may require work to be performed in extreme temperatures and under conditions with exposure to risk of injury and/or illness. It may also include work conditions of various heights and/or cramped spaces. Selected candidates must use personal protective equipment (PPE) and promote good safety practices.

II. RESPONSIBILITIES - Examples of duties but not limited to the following

A. Essential Job Functions

1. High and low dusting.
2. Cleans and disinfects bathrooms, shower rooms, classrooms, offices, and other rooms as assigned.
3. Washes and cleans walls and windows as necessary.
4. Collect and discard waste and recycling, in designated areas.
5. Scrubs and waxes floors under the Custodial Manager's or designee's direction.
6. Performs general maintenance** as instructed.
7. Replenishes paper towels, hand soap, and toilet tissue as necessary.
8. Performs set-ups as directed by the Custodial Manager or designee.
9. Performs seasonal maintenance to the grounds (i.e., snow, ice).
10. Performs boiler and air conditioning checks and log conditions as directed.
11. Locks and secures all School District property and buildings.
12. In conjunction with other team members, perform tasks requiring more than one person
13. Notifies the Custodial Manager or designee of mechanical defects or unsafe conditions.
14. Attends appropriate in-service training as directed by the Custodial Manager or designee.
15. Obeys and adheres to all work and safety policies.
16. Other duties as assigned by the Custodial Manager or designee.
17. Comply with all policies of the District including those in the District's Personnel Policy Handbook.
18. May be required to work off-shift hours on emergency calls.

**General maintenance shall be defined as routine repairs to buildings and equipment. Examples of maintenance shall include but not be limited to the following:



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-Troubleshooting mechanical and equipment issues, Light bulb changing, clock/speaker repairs, use of hand-operated drain cleaning tools, cleaning and changing any filters on machines or HVAC equipment, lubricating/grease equipment, installing and, repairing furniture, painting/caulking, repairing signage, cutting and installing ceiling tiles and grids, and installing flooring.