

PLEASE POST
The Elyria Schools

VACANCY NOTICE
Classified Position

DATE: JUNE 23, 2016

POSITION: CLEANING - 2nd Shift
8 hrs. per day/261 days/yr.

LOCATION: ELYRIA HIGH SCHOOL

BASE RATE: \$12.18 Schedule 2-A

ROLE OBJECTIVE:

To maintain the physical school plant and grounds, of the assigned facility in a safe, clean and orderly condition of full operating excellence at all times, in support of the educational program and all related activities.

PRIMARY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

- Performs routine cleaning of assigned facility, including but not limited to public areas, classrooms, offices, restrooms, etc.
- Assists with building security in accordance with district policy and procedures.
- Maintains a clean, organized and safe work area.
- Provide information to the Head Custodian relative to inventory status of cleaning and building custodial supplies.
- Maintains a working knowledge of federal, state and local codes and regulations relative to the job skill classification.
- Reports all safety, operational and work-related concerns to immediate supervisor, designated supervisor, or Director of Business Services in accordance with district policies and procedures.
- Interacts with students, staff, parents and other community members in a positive and professional manner.
- Participates actively in meetings, activities and in service training opportunities and utilizes information received to improve performance.
- Communicates appropriately with building and central office administrators and staff, co-workers, supervisors, students, parents and other members of the public.
- Available for emergencies and for projects requiring overtime.
- Performs setups and other required services as assigned by immediate supervisor.
- Performs such other functions as directed by the supervisor as previously performed from time to time, such other functions that are reasonably related to the employee's responsibilities.

KNOWLEDGE/SKILLS/QUALIFICATIONS/CERTIFICATION:

- High School Diploma or equivalent.
- Working knowledge of cleaning materials, supplies, chemicals and small hand tools.
- Successful completion of BCI and FBI background checks.

AVAILABLE: UPON BOARD APPROVAL

DEADLINE: If you are interested in the above position please complete an application online at www.elyriaschools.org under Job Postings OR a bid sheet in the Human Resources office no later than **4:00 p.m., FRIDAY, JULY 1, 2016.**

“AN EQUAL OPPORTUNITY EMPLOYER”