



# SMYRNA SCHOOL DISTRICT

82 Monrovia Avenue, Smyrna, Delaware 19977

Telephone (302) 653-8585

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## VACANCY NOTICE

**Position:** Custodian, 2<sup>nd</sup> Shift  
**Schedule:** 12 months  
**Salary:** Based upon 40-hour week and State of Delaware and local salary schedules. <https://www.smyrna.k12.de.us/Page/303>  
**Location:** John Basset Moore  
**Reports To:** Directly responsible to Chief Custodian and/or 2<sup>nd</sup> Shift Supervisor and/or Facilities Supervisor  
**Start Date:** ASAP  
**Closing Date:** 11/4/2025  
**Apply To:** [www.smyrna.k12.de.us](http://www.smyrna.k12.de.us) Careers-View Open Positions

**Job Summary:** The second shift Custodian performs custodial duties as assigned by the Chief Custodian, Shift Supervisor or administrator and develops and implements custodial services which will provide clean, comfortable, healthy, safe, and attractive buildings and grounds for students and staff.

**Essential Job Duties/Responsibilities:** This list is illustrative only and is not a comprehensive list of all functions and duties performed by the incumbent of this position.

- As an essential employee, arrives on site per administrative directive to shovel or plow, sand, salt or treat sidewalks, driveways or parking areas following snow events and other inclement weather conditions.
- Cleans and sanitizes, scrubs, waxes, buffs, dusts, and sweeps or cleans floors.
- Cleans and sanitizes walls, blinds, furniture, lavatories, locker room, lockers, shelves, fixtures, and glass surfaces.
- Maintains and completes minor repairs of furniture and moves furniture within buildings.
- Performs the following duties in the cafeteria area:
  - Empties trash in kitchen and cafeteria areas.
  - Mops up spills in cafeteria during lunch periods.
- Performs yard-keeping duties such as cutting grass, trimming shrubs and trees, and keeping the grounds free of rubbish.
- Reports any major repairs and damage to school property to the Chief Custodian or Custodian/Fireman.

The Smyrna School District is an equal opportunity employer and does not discriminate against employees, applicants, visitors, or others, and does not deny access to educational or other services, based on any characteristic prohibited by law. Inquiries should be directed to the District Superintendent.

- Makes minor repairs on buildings and fixtures, installs items such as tack strips, shelving, and white boards.
- Performs all other related duties as assigned by the supervisor.

**Required Skills/Abilities:**

- Excellent organizational skills and attention to detail.
- Excellent interpersonal skills and ability to work well as part of a team.
- Ability to follow instructions and must have quality of inquiring before acting on items with which one is not familiar.
- Demonstrated good moral character, honest, dependable, and courteous.
- Maintain a professional workplace appearance.
- Physical ability to perform the essential job duties.

**Required Qualification:**

- High School Diploma or GED

**Evaluation:** Performance of this job will be evaluated annually in accordance with the agreement between the SEA and the Smyrna Board of Education.

**Conditions of Hire:**

- A criminal background check, inclusive of fingerprinting and a Child Protection Registry check, is required as a condition of employment.
- Direct deposit of pay is a condition of employment.

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 285-4211. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance. Smyrna School District is an Equal Opportunity and Affirmative Action Employer.

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