

Joliet Township High School District 204

Position Title: Night Weekend Watch Position

Qualifications:

1. High School Diploma or General Education Diploma.
2. Ability to complete manual labor tasks including the ability to use common hand tools.
3. Ability to lift items in excess of 50lbs.
4. Ability to read and understand work orders.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports To: Director of Support Services

Performance Responsibilities:

1. Provide security to the transportation parking areas, vehicles and building.
2. Call police if needed.
3. Check all vehicles for keys and remove if needed.
4. Check to assure all windows and doors are closed on buses.
5. Check to assure all windows and doors are closed and locked on building.
6. Check all gates and keep them closed and locked.
7. Constantly drive through the transportation parking areas throughout the night.
8. Assist drivers and sponsors with safety.
9. Answer truck radio and cellular telephone.
10. Keep transportation garage closed and locked.
11. Do not allow drivers into the lounge.
12. Empty garbage cans in bus parking area.
13. Make sure drivers report for trips on time.
14. Do not accept deliveries.
15. Remove snow and ice from vehicles and near entrances as needed.
16. Notify mechanics of vehicle problems as needed.
17. Notify Director of Support Services of accidents and problems as needed.
18. Other duties may be assigned as needed.

Terms of Employment: Part-time, approximately 16 hours per week; 9:30 PM to 5:30 AM -
Friday Night and Saturday Night and other nights when needed

Evaluation: Performance will be evaluated by the Director of Support Services or designee