

Job Posting: Part-Time Custodian

***Please email your resume and three references to Dr. Jay P. Smith
smithj@gifford.k12.il.us***

Deadline for resume submission is May 1, 2021

Gifford CCSD #188 JOB DESCRIPTION

POSITION TITLE: Part-time Custodian

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Shall meet all qualifications as required by the School Code and the Laws of Illinois, to include the appropriate state health certificates.
3. Shall be of good character.
4. Shall provide a certificate of good health and ability to perform assigned duties, as signed by a licensed physician.
5. Must demonstrate the ability to read basic operation manuals/instructions and write understandable reports.
6. Must meet the requirements of any other qualifications deemed appropriate by the Board of Education.

REPORTS TO: Superintendent and Facilities Manager

JOB GOALS: The Part time Custodian(s) shall work cooperatively with and under the direction of the Facilities Manager to maintain the high standards of cleanliness and maintenance of the facility required by the Superintendent and the Board of Education.

TERMS OF EMPLOYMENT:

Salary and schedule shall be established by the Board of Education. Employment is on a continuing basis and will average no more than twenty-five hours per week. Hourly wages are determined by the provisions of the contract between the Gifford Education Association and the Gifford CCSD #188 Board of Education. The employee will participate in the Illinois Municipal Retirement Fund and the Social Security program.

6 Sick Days 1 Personal day 5 Vacation Days

EVALUATION:

An evaluation of the person in this position shall be accomplished annually by the Facilities Manager utilizing the Part-Time Custodian evaluation instrument

PERFORMANCE RESPONSIBILITIES: Part-Time Custodian

1. Assist the Facilities Manager in the cleaning and/or maintenance of the buildings and/or grounds.
2. Take partial responsibility for identification of supplies needed for cleaning/maintenance of the buildings and equipment by informing the Facilities Manager of required materials.
3. Satisfactorily complete specific cleaning tasks assigned by the Facilities Manager during regularly-scheduled working hours.
4. Maintain and clean custodial equipment and custodial closets.
5. Participate in the summer cleaning/maintenance program as directed by the Facilities Manager.
6. The Part Time Custodian shall perform other reasonable tasks related to cleanliness and maintenance of the facilities not included in the above responsibilities as directed by the Facilities Manager or Superintendent.