

ATTACHMENT NO. X-E: Hiring of Custodians

Potential motion: Move to approve the Hiring of Custodians

Recommended action: Approve the motion.

I am recommending the hiring of two 4-hour custodians. One custodian for Manchester and one custodian for Capron. These custodians would take the PM shift and help with nighttime cleaning and sanitizing. Manchester and Capron have not had PM custodians to assist with afterschool cleaning. This school year is requiring more cleaning and sanitizing to protect students and staff.

North Boone

Community Unit School District 200

JOB DESCRIPTION – NON-CERTIFICATED

Position/Title: Assistant Custodian

Reports to: Director of Facilities / Head Custodian

Qualifications

1. High School Diploma
2. Positive and supportive attitude toward District philosophy and goals
3. Demonstrated aptitude or competence for the assigned responsibilities
4. Self-motivating
5. Ability to implement directions
6. Able to move and lift objects at least fifty pounds
7. Valid driver's license

General Responsibilities: Cleans and maintains school buildings and grounds.

Duties:

1. Provides cleaning and sanitary maintenance for classrooms, corridors, washrooms and other building areas as directed.
2. Keeps surrounding building areas free from rubbish and debris.
3. Cleans and replaces burned out lamps as directed.
4. Shovels and operates mechanical snow removal equipment as required and directed by Head Custodian.
5. Moves furniture and sets up equipment as necessary for events.
6. Uses equipment, chemicals and equipment as directed.
 - a. Follows guidelines for cleaning as established by Director of Facilities.
7. Reports any areas of major repair to the Head Custodian/Night Supervisor.
8. Reports damage to school property immediately to the building principal or Head Custodian.
9. Accomplishes minor repairs and assists other personnel as directed.
10. Opens doors and provides security as directed.
11. Complies with all District policies, regulations and procedures as established by the Board of Education.
12. Other duties as assigned.

Terms of employment: 260 days (twelve months)

Evaluation: By Director of Facilities with input from the Building Principal