

Aviston Elementary School District #21
Daytime Custodian/Maintenance Person
Employment Information

Type of Employment: Full-time
Monday -Friday
7 am - 4 pm, w/ one hour unpaid lunch

Position Category: Non-certified, IMRF position

Reports to: District Superintendent

Grade Level(s): Pre-K – 8th Elementary Building

Qualifications: A High School Diploma or its equivalent supplemented by two years of responsible experience in the custodial and building maintenance trades.

Salary/Benefits: Salary: \$18 - \$20/hour

- 14 Vacation Days
- 3 Personal Days
- 12 Paid Holidays
- Health Insurance: Single Paid (\$13,000 value) or \$3500 added to salary in lieu of insurance.

Required Skills:

- Dependability - Consistent attendance, arriving on time, completing assigned duties and being involved when unexpected needs arise
- Ownership - Takes personal pride in the appearance and condition of the building
- Strong work ethic and ability to work independently
- Attention to detail
- Student-centered attitude - understanding that the ultimate purpose of the position is providing students with a clean, safe and welcoming place to learn.
- Competent communication skills in both oral, written and email formats
- Organizational skills and the ability to prioritize and multitask
- Ability to identify and eliminate safety hazards as well as troubleshoot minor maintenance issues
- Ability to interact pleasantly with students, employees, administration and public
- Must be physically able to perform duties of the position, including (but not limited to) climbing a ladder, lifting 50 pounds, frequent bending, pushing, pulling, etc.
- Maintain confidentiality

Duties:

- Conduct daily cleaning and light maintenance of specific areas of the school facility
- Inspect school building and grounds to assure that proper safety, cleaning and sanitation standards are maintained. Address issues as necessary.
- In cooperation with the superintendent, arrange for necessary repair work by vendors; contact vendors by telephone/email as necessary; inspect and review work

performed to assure district standards are met; report outcomes/provide project status updates to the superintendent

- Work closely with the evening custodian(s) to ensure good communication and workflow
- Operate the building's computerized HVAC control systems
- Assist the superintendent with maintenance planning and preventative maintenance schedules
- Inventory, requisition and order necessary cleaning, sanitation and maintenance supplies.
- Evaluate the condition of current cleaning equipment and make a timeline/recommendation for purchasing new or replacement equipment.
- Respond to emergency callbacks as necessary during off-duty hours
- Perform brief walk-through inspections during holidays and weekends
- Ensure safety equipment (AEDs, emergency lights, etc.) is in good working order
- Assist with walk-throughs during safety inspections
- Coordinate with necessary staff members for special events setup and support such as athletic events, concerts, graduation, etc.
- Perform duties as assigned

How to Apply: Applicants should submit a letter of interest, resume, and references to:

Phillip Hamil, Superintendent
Aviston Elementary School District #21
350 South Hull Street
Aviston, IL 62216

phamil@avistonk-8.org

Application Deadline: Open until position is filled

Start Date: Immediate/As soon as possible