

# WORTH SCHOOL DISTRICT 127

DISTRICT OFFICE

DR. ROSEMARY LUCAS ADMINISTRATIVE CENTER

11218 SOUTH RIDGELAND AVENUE

WORTH, IL 60482

708.448.2800  
FAX 708.448.6215

December 6, 2018

## NOTICE OF VACANCY

**Custodian  
Part-Time Position  
4 Hours per Day, 2<sup>nd</sup> Shift  
Worth Elementary School**

**REPORTS TO:**

Principal and Director of Facilities

**QUALIFICATIONS:**

1. Ability to perform all duties as shown on the attached job description.
2. Ability to lift objects up to 25 pounds.
3. Ability to operate machinery used in cleaning, stripping, and waxing floors.
4. Ability to work collaboratively with others.
5. Good communication skills.
6. Excellent work ethic.
7. High school diploma or its equivalent.

**DUTIES AND RESPONSIBILITIES:**

See attached.

**SALARY:**

\$15.34 per hour as per the WEST contract

**WORK YEAR AND WORK DAY:**

4 hours per day; 12-month position; 3:30 – 7:30 p.m.

**STARTING DATE:**

January 10, 2019 or as soon as possible thereafter

**METHOD OF APPLICATION:**

***Qualified applicants should furnish:***

1. A letter indicating interest in the position.
2. A completed District 127 application for employment (available on the district website [www.worthschools.org](http://www.worthschools.org)).
3. A list of references (at least three) including addresses and phone numbers.

***by December 20, 2018***

**Address all correspondence to:**

Dr. Rita Wojtylewski, Superintendent  
Worth School District 127  
11218 South Ridgeland Avenue  
Worth, Illinois 60482

***An Equal Opportunity Employer***

## Custodians - Part-Time

- A. Job Description  
Reports to Building Principal and Director of Facilities.
- B. Qualifications
  1. Ability to perform all duties as shown in Section C: Responsibilities.
  2. Ability to lift objects up to 25 pounds.
  3. Ability to operate machinery used in cleaning, stripping, and waxing floors.
  4. Ability to work collaboratively with others.
  5. Good communication skills.
  6. High school diploma or its equivalent.
- C. Responsibilities
  1. Mops, sweeps, scrubs, and waxes floors.
  2. Moves and replaces furniture necessary to clean floors.
  3. Cleans and dusts furniture, fixtures, windows, doors, trim, and related furnishings.
  4. Moves furniture, supplies, and miscellaneous equipment as directed.
  5. Sweeps or shovels snow from steps and walks, as needed.
  6. Collects and disposes of waste paper and other debris.
  7. Maintains building security by locking doors as cleaning is completed.
  8. Cleans and services rest rooms.
  9. Makes minor repairs to equipment as directed.
  10. Performs painting projects as directed.
  11. Reports items that require significant repair.
  12. Requests supplies as needed.
  13. Maintains good attendance.
  14. Maintains confidentiality of District information.
  15. Observes and follows all District policies and procedures.
  16. Performs all duties and responsibilities as assigned by the Superintendent, Principal, or Director of Facilities.