

Dr. Kenneth Wallace Superintendent *Administration Center* 1177 South Dee Road Park Ridge, Illinois 60068-4398

September 17, 2019

JOB VACANCY

MAINE SOUTH HIGH SCHOOL SPLIT-SHIFT CUSTODIAN

HOURS Saturday & Sunday: 6:30 AM to 3:00 PM Monday – Wednesday: 2:30 PM to 11:00 PM

REQUIREMENTS

Must be/have: conscientious and self-motivated, strong work ethic and able to lift 50 pounds, able to move office furniture and desks

RESPONSIBILITIES

A thorough knowledge of general maintenance & cleaning – to include but not limited to: mop, sweep, and scrub floors and other surfaces; clean, renovate, and renew floor surface finishes; properly use floor cleaning equipment; clean, dust and wax furniture, fixtures, windows, doors, trim, etc; wash and/or clean light fixtures; replace incandescent and fluorescent lights; move furniture, supplies, and miscellaneous equipment as directed; sweep or shovel snow from steps and walks at building entrances as well as treat icy steps and walks; collect, bag, or recycle waste paper; lock or unlock doors and windows to classrooms that are necessary to proper operation of building, turn off all unnecessary lighting; clean and service rest rooms; routine waste removal; wash all interior glass including partitions, framed pictures, doors, etc; wash and/or clean exterior window and door glass as required.

SALARY & BENEFITS

- \$37,152/annual salary (includes shift and weekend stipends) \$17.86/hour
- Medical & dental insurance
- IMRF pension employees vested after 10 years of employment
- Paid term life insurance policy equal to annual base salary
- 10 days paid vacation; 15 paid holidays; 14 sick days

TO APPLY:

- Submit an online application at: www.generalasp.com/D207/onlineapp/
- Send a letter of interest and resume to: rbraico@maine207.org

As a matter of policy, the race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, handicap, disability, unfavorable discharge from military service, or any other unlawful basis of discrimination, including harassment as defined and provided by the Illinois Human Rights Act and all other applicable state and federal laws shall not be considered either a qualification or disqualification of any applicant.