



Cicero School District #99

Job Title: *Part Time Custodial Workers*

Reports To: *Executive Director of Buildings and Grounds or Designee*

Position Summary

To assist with district activities that pertains to the movement of materials, equipment, and inventory

Duties and Responsibilities

- Delivery of materials to and from the district Service Center to all district buildings and vice versa.
- Unpacking, separating, and boxing district school supplies.
- Loading and unloading of district delivery trucks.
- Unpacking of materials from boxes and skids.
- Placing materials received on district inventory shelves.
- Pulling text book orders, packaging orders, and skidding orders.
- Transporting text book received orders to and from the receiving dock to the Unity basement.
- Pulling text book orders, package orders, skid orders and deliver to the Unity shipping dock.
- Other responsibilities that pertain to the movement and processing of materials as may be assigned by the supervisor.

Qualifications and Requirements

- High School Diploma

Terms of Employment

Start Date:	TBD
Hours:	Varies, up to 8 hours/day, No more than 599 hours per calendar year
Work Year:	12 month
Compensation:	TBD
Union Affiliation:	None

All applicants (internal and external) need to complete an online application located on the Cicero School District #99 web site at www.cicd99.edu.