

PLEASE POST
The Elyria Schools

VACANCY NOTICE
Classified Position

DATE: **SEPTEMBER 3, 2015**

POSITION: **UTILITY – 2nd Shift (2:30 pm – 11:00 pm)**
8 hrs. per day/261 days per yr.

LOCATION: **Ely Elementary School**

BASE RATE: \$15.98 Schedule 9-A

ROLE OBJECTIVE: To maintain the physical school plant, grounds, systems and equipment of the assigned facility in a safe, clean and orderly condition of full operating excellence at all times, in support of the educational program and all related activities.

PRIMARY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

- Performs routine cleaning of assigned facility, including but not limited to public areas, classrooms, offices, restrooms, etc.
- Performs minor repairs to assigned facility, grounds, systems and equipment, as authorized by immediate supervisor or designated supervisor.
- Maintains building security in accordance with district policy and procedures.
- Maintains a clean, organized and safe work area.
- Provide information to the Head Custodian relative to inventory status of cleaning and building custodial supplies.
- Maintains a working knowledge of federal, state and local codes and regulations relative to the job skill classification.
- Reports all safety, operational and work-related concerns to immediate supervisor, designated supervisor, or Director of Business Services in accordance with district policies and procedures.
- Interacts with students, staff, parents and other community members in a positive and professional manner.
- Participates actively in meetings, activities and in service training opportunities and utilizes information received to improve performance.
- Communicates appropriately with building and central office administrators and staff, co-workers, supervisors, students, parents and other members of the public.
- Available for emergencies and for projects requiring overtime.
- Performs setups and other required services as assigned by immediate supervisor.
- Performs such other functions as directed by the supervisor as previously performed from time to time, such other functions that are reasonably related to the employee's responsibilities.

KNOWLEDGE/SKILLS/QUALIFICATIONS/CERTIFICATION:

- High School Diploma or equivalent.
- Working knowledge of cleaning materials, supplies, chemicals and small hand tools.
- Must be able to pass a prescribed mechanical reasoning test.
- Successful completion of Ohio and FBI background checks.

AVAILABLE: **UPON BOARD APPROVAL**

DEADLINE: If you are interested in the above position please complete an application at www.elyriaschools.org under Job Postings OR a bid sheet in the Human Resources office no later than **4:00 p.m., MONDAY, SEPTEMBER 14, 2015.**

“AN EQUAL OPPORTUNITY EMPLOYER”