

Posting # MCS00485
July 12, 2019

NOTICE OF VACANCY Service Personnel



Position Title: Substitute Custodian

Job Description: Keep buildings and grounds clean and free of refuse; operate heating or cooling system; make minor repairs; develop and implement with the principal a daily work schedule that maintains buildings and grounds in a clean and sanitary condition and addresses odors, particularly in the restrooms; develop and implement with the principal a schedule of preventative maintenance for buildings and equipment; submit a written daily log of problem areas within the building or on the grounds that are of a custodial or maintenance nature. This log includes problems with equipment, cleaning, sanitation, maintaining an odor free environment, and/or pest infestation; maintain record of supplies and order sufficient amount that maintains a two-week supply as a minimum; maintain positive work habits; perform duties efficiently and productively; maintain and/or upgrade skills; perform any and all other job related duties as assigned by the school principal and superintendent.

Qualifications: High school graduate or GED equivalent; or successfully completing GED program; must pass State custodial test
One day of inservice is provided prior to taking the test.
Applicants will be notified of the inservice date, testing date and location.

Salary: Per County Schedule

Effective Date: Upon Hire

Deadline for Application: July 19, 2019, at 3:00 p.m. or until filled

To Apply: Please send application to Monroe County Board of Education or email to _lkowalsk@k12.wv.us. Use Service Personnel Application for Employment

Monroe County Schools is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and disability in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.

For information regarding civil rights or grievance procedures, contact Johnathan McPherson, Title IX Coordinator/Section 504 Coordinator, at the Monroe County Board of Education Office, Post Office Box 330, Union, West Virginia 24983, 304-772-3094, extension 314. In addition, information regarding services, activities and facilities that are accessible to and usable by disabled persons can be obtained at the same above address.