

Position: Northwestern R-I Building Sub and Summer Custodian

Reports To: Maintenance/Elementary Custodian, High School Custodian and Superintendent

For Whom/What Responsible: Assist with Custodial Operations

Qualifications: HS Diploma
Previous custodial experience preferred, but not required.

Primary Responsibilities: Assist Head of Maintenance and Custodians with summer building work.

Essential Job Functions:

1. Cleaning

- Assist Custodians with summer building cleanup.
- Assist Custodians with moving school furniture to prep for cleaning.
- Assist with floor stripping and waxing.

2. Maintenance

- Help complete summer maintenance projects as needed. This could include: Painting, Minor Construction, Furniture Repair, Landscaping, etc.

3. Driving

- The Preferred candidate will have a valid driver's license, but not required.
- If the candidate has a license they will be reimbursed for any personal vehicle use related to the custodial and/or maintenance job requirements. Use of the school van will be an option as well.

4. Physical Job Requirements

- Must be able to stand and work for long periods of time.
- Must be able to lift moderately heavy items.
- Must be able to work in all weather conditions.

Terms of Employment: Hourly pay based on experience. From the last week of school in May through the 1st week of school in August. 40 hours per week.

Evaluation: Evaluation by Head Maintenance, Custodians and Building Administration consistent with essential job functions listed.

Applicant Instructions: Complete School District's Support Staff Application (<https://www.northwestern.k12.mo.us/vimages/shared/vnews/stories/5c06b343a413e/Support%20Staff%20Application.pdf>) and turn-in to the Superintendent's Office. Letters of Recommendation are encouraged, but not required.

Applicant Timeline: Job posted and accepting applications for at least 1 week. Tentative Interviews on 2/10/25. Sub Custodian hours are a possibility during the school year for an hourly rate.

The Northwestern R-I School District is an equal opportunity employer.