



VACANCY NOTICE

In accordance with Act 2018-260, Hartselle City Schools posts a notice of vacancy for each vacant personnel position. The notice shall be posted in a conspicuous place at the Central Office for at least 7 calendar days for all non-supervisory positions before the position is to be filled. All vacancies involving jobs which are supervisory, managerial, or otherwise newly created positions shall nevertheless require posting notices of at least fourteen calendar days. The notice shall include, but not necessarily be limited to, all of the following:

1. Job description and title
2. Required qualifications
3. Salary schedule and amount
4. Information on where to submit an application
5. Information on any deadlines for applying

The posting of a vacancy notice as required in this policy shall not be abridged or delayed except in dire emergency circumstances and then delayed only temporarily in order to reasonably meet the conditions of the emergency.

CUSTODIAN VACANCY

Custodian

School/worksite: Based at the Central Office to be assigned to schools

Specific Information:

Posting Period: March 5, 2020 – March 11, 2020

Interested applicants may apply at the [Teach in Alabama](http://www.alsde.edu/teachinalabama) website:

www.alsde.edu/teachinalabama

Deadline for accepting applications: March 11, 2020, or until filled

CUSTODIAN JOB DESCRIPTION AND QUALIFICATIONS

JOB TITLE: CUSTODIAN

Qualifications:

1. Elementary education
2. Physical ability to perform normal labor duties
3. Knowledge of routine cleaning and maintenance procedures
4. Such additional qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal and Assistant Superintendent

JOB GOAL: To provide students with a safe, attractive, comfortable, and clean place in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Follows assigned schedule
2. Understands and carries out routine oral and written instructions.
3. Performs assigned duties accurately, promptly, courteously, and efficiently.
4. Employs safety practices in all areas of work.
5. Makes routine oral and written reports as assigned.
6. Attends workshops related to job assignment.
7. Projects a favorable image of the school and school system in working with school staff, students, parents, and community
8. Sweep, mop, wash, strip, wax, and vacuum floors in assigned areas as required.
9. Dust furniture and clean and polish fixtures on a daily schedule.
10. Keep wastebaskets emptied and clean.
11. Report to principal and maintenance technician of acts of vandalism.
12. Assist with keeping building and grounds free of paper and litter.
13. Keep restrooms clean and stocked with necessary paper supplies.
14. Wash all windows as needed.
15. Clean presentation boards (white boards).
16. Requisition supplies as needed.
17. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
18. Assist with keeping grounds as assigned.
19. Be regular and punctual in attendance.
20. Perform duties in a manner that promotes good public relations.
21. Maintain confidentiality of any school system related business.
22. Develop and maintain proper and professional relationship with students and other employees.
23. Perform other job-related duties during the school day as assigned by the supervisor.

**Custodian
Schedule E
12 Months
8 Hours/Day**

Custodian

Rank: 8

Step	
0	20,557
1	22,817
2	22,817
3	22,817
4	22,817
5	22,923
6	22,923
7	22,923
8	22,923
9	22,923
10	23,030
11	23,030
12	23,030
13	23,030
14	23,030
15	23,248
16	23,248
17	23,248
18	23,248
19	23,248
20	23,471
21	23,471
22	24,410
23	24,410
24	24,410
25	24,642
26	24,642
27	25,628
28	25,628
29	25,628
30+	25,870