



CHESTER UPLAND SCHOOL DISTRICT

Office of Human Resources

232 W. 9th Street
Chester, PA 19013

The Chester Upland School district invites qualified and interested persons to apply for the position of:

Head Custodian

Chester Upland School District is in a historic period of change. We are uniquely poised to re-focus and transform into a student-focused district where each child is ensured the academic and personal skills to succeed in the college or career of their choice.

The senior leadership team is building a talented and committed team to ensure all students are prepared to graduate Chester Upland schools career and college ready!

a. **Screening Procedures:**

- a. Receipt of a completed application, resume and cover letter.
- b. A minimum of three current written letters of reference from previous or current directors, principal, and supervisors.
- c. Personal interview.

b. **Minimum Requirements:**

- a. High school diploma required
- b. Three (3) years Custodial experience
- c. Ability to lift up to 50lbs.
- d. Must possess valid driver's license

c. **General Duties and Responsibilities**

- a. Ability to supervise Custodian Staff in the assigned building
- b. Perform all duties as outlined for a Custodian
- c. Must be capable of instructing new employees on how to perform the duties assigned to Custodians.
- d. Be available 24 hours.
- e. When required, board up broken windows.
- f. Make temporary repairs.
- g. Check buildings at odd hours when required.
- h. Fairly evaluate employees.
- i. Recommend disciplinary actions when required.
- j. Order/Maintain janitorial inventory for assigned building.
- k. Scheduled employees for authorized functions taking place in the assigned building.

The Child We Raise Will Lead the Village...

1. Coordinate with the building Principal when there is a school function.
- d. **Position Status:** Permanent, full-time, twelve (12) month.
- e. **SALARY:** Per union contract

It is the responsibility of the applicant to provide appropriate documents in support of the application. Interested Candidates may submit information to the Chester Upland School District, 232 W. 9th, Chester PA 19013 or email to employment@chesteruplandsd.org .

Posting Closes: August 1, 2016