



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

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

Posting Period: June 6, 2024 - June 12, 2024

Interested applicants may apply through the ALSDE HireTrue website:

<https://hiretrue-prod.com/hiretrue/ce3/job-board/e64590f9-2bf7-449a-83a5-2e87b4bbf99?subdivision=Hartselle%20City>

Deadline for accepting applications: June 12 2024, 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 Director of Operations

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

CONTRACT TYPE: 12 Months

FLSA: Non-Exempt

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 buildings 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 relationships with students and other employees.
23. Perform other job-related duties during the school day as assigned by the supervisor.

EVALUATION:

Job performance of non-probationary personnel will be evaluated by the immediate supervisor based on Board Policy. Probationary employees will be evaluated at least annually.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Hartselle City Board of Education reserves the right to amend the job description as needed. The terms of employment shall be in accordance with the provisions of the **Hartselle City Board of Education Policy Manual**, the **Students First Act** and the **Hartselle City Board of Education Salary Schedule**.

SALARY SCHEDULE

CUSTODIAN		
12 MONTHS		
SCHEDULE E		
		CUSTODIAN
	HOURLY	8 HR
RANK	H	8
STEP		
0	15.00	28,800
1	15.08	28,944
2	15.15	29,089
3	15.23	29,234
4	15.30	29,380
5	15.38	29,527
6	15.46	29,675
7	15.53	29,823
8	15.61	29,972
9	15.69	30,122
10	15.77	30,273
11	15.85	30,424
12	15.93	30,576
13	16.00	30,729
14	16.08	30,883
15	16.17	31,037
16	16.25	31,192
17	16.33	31,348
18	16.41	31,505
19	16.49	31,663
20	16.57	31,821
21	16.66	31,980
22	16.74	32,140
23	16.82	32,301
24	16.91	32,462
25	16.99	32,625
26	17.08	32,788
27	17.16	32,952
28	17.25	33,116
29	17.33	33,282
30+	17.42	33,448