

Date: February 3, 2010
From: Human Resource Services
Subject: Vacancy—Job #01772102H (260 Days)
Custodial Helper
H. Grady Spruce High School

QUALIFICATIONS

- Accredited Senior High School Diploma or equivalent (U.S.A. equivalency) preferred
- Previous substitution pool experience preferred
- Demonstrated knowledge of minor repair techniques and building and grounds maintenance
- Demonstrated ability to read and understand instructions for cleaning, maintenance and safety procedures
- Demonstrated ability to operate cleaning equipment and lift heavy equipment up to 50 lbs.
- Demonstrated ability to properly handle cleaning supplies
- Ability to work with a team and follow leadership instructions
- Ability to communicate in English by speaking, reading and writing
- Ability to communicate in Spanish is a plus

BASIC FUNCTIONS

- Maintain a cleaning schedule that will include cleaning floors, chalk and white boards, wastebaskets, windows, furniture, equipment and restrooms
- Clean and maintain school building and surrounding areas of the school and campus including but not limited to sidewalks, driveways, parking lots, play area, court yards and atriums
- Comply with local laws and procedures for storage and disposal of trash
- Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed
- Assist with lunchroom set up, including arranging tables and chairs
- Perform preventive maintenance to ensure the comfort, health, and safety of students and staff
- Clean and maintain assigned area and assist with cleaning and maintaining community areas with custodial team
- Maintain good public relations and communication with co-workers, principals, department heads and other staff
- Perform special projects and other related duties as assigned

Minimum	Midpoint	Maximum
\$ 9.27/Hour	\$ 12.11/Hour	\$ 15.64/Hour

Selected individuals for Dallas Independent School District positions will be placed according to current District promotional policy and Compensation guidelines. Campus-based employee may not assume a new position for which he/she was selected based upon the posting process until the end of the current semester, unless approved by the Executive Director- Human Resources.

Send resume and letter of interest specifying particular position to:

**Attn: RR-Dallas Independent School District, Human Resources,
3701 S. Lamar, DALLAS, TX 75204, OR SCHOOL MAIL, BOX 85**

Application Deadline: February 17, 2010 by 4:30 p.m.

A security check and disclosure of family relationship information is required for all positions.

No telephone calls please.

EQUAL OPPORTUNITY EMPLOYER M/F/H