



Maplewood Richmond Heights School District

2650 South Hanley Road Suite #300
St. Louis, MO 63144
(314)644-4400 Fax: (314)781-3160

Part Time Custodian 22-23 School Year

Supervisor: Director of Operations

Primary Responsibilities: Perform a full range of general cleaning operations throughout the school facility, such as cleaning floors; walls; fixtures; restrooms; cafeteria and gym areas, and other assignments as specified by the supervisor.

Qualifications/Experience: Qualifications & Education:

- Knowledge of custodial procedures
- Ability to read and follow instructions
- Good communication skills with co-workers and the public
- Operate custodial equipment
- Physical ability to exert 50-100 lbs. of force
- Must be able to tolerate variable exposure to temperature ranges inside and outside of buildings
- Must be able to pass FBI Background check
- Eligible for a work permit through MRH Schools, have high school diploma/ GED or any combination of education and experience providing the required skills and knowledge for as successful performance

Essential Duties:

- Cleans classrooms, offices, libraries, restrooms, and common areas including but not limited to chalkboards, dusting, emptying trash receptacles, vacuuming and washing windows
- Immediately reports any vandalism or other damage to school property to his/her superior
- Assumes responsibility for the security of the building - all doors and windows locked and lights turned off as needed before leaving the building if required
- Maintains an inventory of supplies and equipment and informs the Head Custodian of needs in advance so as not to hinder the continued performance of building custodial duties
- Moves furniture and equipment and assists in special events presentations

- Corrects minor safety hazards when observed and/or immediately refers major safety hazards to Building Head Custodian
- Complies with District Policies
- Students of MRH must maintain a minimum 2.0 GPA and be in good standing.
- Other duties as assigned

Terms of Employment: Employed for a twelve-month period as part time employee.

Any qualified person who would like to be considered as a candidate for this position should apply online at: <https://mrhsd.tedk12.com/hire/index.aspx>

Notice of Non-Discrimination

The Maplewood Richmond Heights School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person is designated and authorized as the District's Non-Discrimination and Title IX Coordinator to coordinate compliance with the laws identified above, including to handle inquiries or complaints regarding the District's non-discrimination policies:

Dr. Shonda Ambers-Phillips, Assistant Superintendent of HR and DEI 2650 S Hanley Road Suite 300 St. Louis, MO 63144 314-644-4400 shonda.ambers-phillips@mrhschools.net

For information regarding how to report or file a claim of discrimination, harassment, or retaliation, see Board of Education Policy AC. Policy and Regulation AC shall govern the grievance procedures, process, and response for complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district's Non-Discrimination and Title IX Coordinator. Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; (816) 268-0550; TDD (877) 521-2172.

Posting: 2/22/23

***MRH School District reserves the right to close any job posting when a suitable applicant has been found before the deadline date.**