

**TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI
FAMILY COURT - JUVENILE DIVISION
920 N. Vandeventer
St. Louis, MO 63108**

November 2, 2016

JOB OPENING

TITLE: CUSTODIAN

QUALIFICATIONS: High school certificate required. Some custodial experience preferred with knowledge in areas of cleaning, custodial techniques and equipment care. Must be at least twenty-one years of age.

DUTIES: Under day-to-day supervision of Housekeeping Supervisor. Performs heavy cleaning of all areas of the Detention Center. Daily duties can change often do to the flexible nature of program scheduling, youth population and weekday/weekend needs. Requires performing duties in a secure institutional setting subject to constant video surveillance for purposes of security and the welfare of the detained youth.

**SALARY RANGE:
(City Paid Position) \$22,085 - \$32,857**

CLOSING DATE: For full consideration please submit resume by Monday, November 21, 2016 5:00 p.m., however resumes will be accepted until position is filled.

SEND RESUME WITH COVER LETTER

COVER LETTER: Cover letter must include applicant's daytime phone number along with expression of interest in this position as well as a description of educational and experience qualifications that make him/her a good fit for this position.

**SEND TO: Family Court Juvenile Division – Custodian
920 N. Vandeventer Ave.
St. Louis, MO 63108**

**EOE
NO PHONE CALLS
See detailed job description below**

JOB DESCRIPTION

DEPARTMENT: Detention

CLASS TITLE: Custodian

CLASS DEFINITION: Under day-to-day supervision of Housekeeping Supervisor. Performs heavy cleaning of all areas of the Detention Center. Daily duties can change often do to the flexible nature of program scheduling, youth population and weekday/weekend needs. Requires performing duties in a secure institutional setting subject to constant video surveillance for purposes of security and the welfare of the detained youth.

EXAMPLES OF ESSENTIAL DUTIES:

- Maintains assigned areas, and cleans other areas in the absence of other workers.
- Clean offices, conferences rooms, storage areas, restrooms, gym, dock area, hall areas, stairways, and classrooms.
- Dust mop tile, terrazzo and other floor areas daily.
- Frequent buffing and polishing of floors, and damp mopping as needed.
- Dust all furniture, cabinets, shelves, baseboards, and fixtures, including in classrooms, and other areas.
- Cleans all windows, wall areas, partitions, blinds, mirrors, sinks, counters, and exit/entrance doors.
- Clean, wash and disinfect drinking fountains, stair wells, hand rails, and door knobs.
- Polishes fixtures, hardware, and glass panels regularly.
- Wash and disinfect all restroom floors, toilets, toilet seats, and fixtures.
- Replenish toilet tissue, paper towels, and soap as needed.
- Empty all waste baskets, garbage cans, recycle trash, and place garbage in appropriate dumpsters.
- Keep outside area near exits, and dumpsters, clear of glass, cans, paper, etc.
- Report any repair issues or acts of vandalism.
- Strips and waxes all tile and terrazzo floors as directed.
- Deep cleans residential units on a quarterly maintenance schedule.
- Cleans all wall areas, sleeping room areas, doors, windows, and floors.
- Ensure storage areas, equipment, and supplies are secured in a safe, orderly manner.
- Restock materials and supplies on the Units.
- Daily cleaning of equipment, and note repairs needed.
- May be required to supervise and interact with youth doing restitution hours.
- Accepts deliveries, delivers supplies throughout the court and provides back up for courier runs.
- Prepare laundry for pick-up and receive returned laundry for folding and distribution.
- Laundry room and admissions area duties.
- Inventory and other supply cage duties as assigned.

- Attend workplace training as required, and have some computer literacy.
- Perform program activity setup and breakdowns as needed.
- Performs other related duties as may be assigned.

Knowledge and Abilities:

- Knowledge of Workplace Hazardous Materials Information System and Universal Precautions.
- Ability to read and understand labels, and instructions, particularly on the use and application of cleaning chemicals and products.
- Ability to understand and apply workplace rules, regulations, department policies, and procedures.
- Demonstrate skills such as team work, decision making, problem solving, communication, time management, and the ability to work with little or no supervision
- Able to lift and maneuver 50 pounds, prompt attendances, and ability to correctly follow oral and written instructions from supervisor.

MINIMUM QUALIFICATIONS AND REQUIREMENTS: High school certificate required. Some custodial experience preferred with knowledge in areas of cleaning, custodial techniques and equipment care. Must be at least twenty-one years of age.