



SPECIAL EDUCATION ASSOCIATION OF PEORIA COUNTY
4812 W. PFEIFFER ROAD
BARTONVILLE, IL 61607

SERVE • EDUCATE • PREPARE

The Special Education Association of Peoria County (SEAPCO) is seeking qualified candidates for a full-time permanent 2nd Shift Custodial/Maintenance Position in Bartonville.

- **Location:** 4812 W. Pfeiffer Road, Bartonville, IL 61607
- **Hours:** 2nd shift/8 hours per day
- **Salary:** Salary will be determined, based on previous experience.
- **Benefits:** SEAPCO offers a benefits package for all full-time employees
- **Ideal Candidate:** *detail-oriented, responsible, and self-motivated worker to fill this full-time position. Any light maintenance or trade work experience is a plus. Must be able to perform various physical tasks including emptying heavy garbage containers, mopping, sanitizing kitchen and restroom areas, vacuuming, dusting, loading/unloading various supplies, and securing rooms and entrances/exits.*
- **Job Description:** Attached
- **How to apply:** Applicants must submit a resume (detailing past experience and any certifications obtained) and three references that can speak on behalf of their work performance and employability (supervisors/co-workers). Applicants may email materials to Rosemary Skinner at rskinner@seapco.org, hand deliver them, or mail them to the address provided.
- **Questions:** Please call Ritchie Higdon (CSBO) or Perry Miller (Human Resources) at 309-697-0880



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Job Description

2nd Shift Custodian – SEAPCO Central Office/Academy

FLSA Status: Non-Exempt; full or part-time

Reports to: Director of Finance and Operations

Position Objective

The 2nd shift Custodian helps and supports the head custodian. Together they maintain the building and grounds in as optimal condition as possible for all stakeholders.

Essential Functions:

- Locks and closes building each day
- Empties trash in all areas
- Cleans and disinfects all bathrooms and bathroom fixtures
- Cleans all mirrors and windows
- Wet/dust mops hard floor surfaces
- Cleans water fountains
- Vacuums all carpeted floor surfaces
- Sets up and tears down for meetings and activities
- Cleans up outside property including parking lot and playground area of debris
- Assists with electrical maintenance requests
- Assists with plumbing maintenance requests
- Assists with small construction requests
- Maintains heating/cooling system
- Assists with freight unloading and inter-building distribution
- Assists with moving equipment and materials
- Fields maintenance calls/requests from staff
- Clears sidewalks of snow/ice during winter months
- Serves as liaison with the vendor who clears parking lots and driveways of snow/ice
- Communicates with Finance Manager/CSBO regarding maintenance needs
- Assists with coordinating and maintaining inspections/repairs
- Other duties as assigned

Additional Functions:

- Buffs floors as needed



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- Dusts rooms, hallways and bathrooms as needed
- Other duties as assigned

Qualifications:

- Prior experience in custodial and/or maintenance work preferred
- High School Diploma or GED

Competencies:

- Ability to communicate effectively with staff at all levels
- Ability to take directions from head custodian

Working conditions

- Mental Demands: calculating, comparing, evaluating, interpreting, organizing, consulting, analyzing, planning, documenting, specifying
- Physical Demands: bending, stooping, kneeling, twisting, reaching, sitting for prolonged periods of time, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, ability to walk up and down stairs, ability to lift and carry at least 75 pounds, and hearing and visual acuity
- Environmental Conditions: The work is performed primarily indoors; however, outside work is required on occasion. Some areas indoors are not fully air conditioned. Travel between buildings may be a requirement.

The above job description reflects the general requirements necessary to perform the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future and may be amended by the Board of Control as appropriate.