

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

**February 9, 2012  
JOB OPENING**

**TITLE: CUSTODIAN  
Reference #: DET-CUSTODIAN-03**

**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. Mandatory child/abuse neglect and police record check. Drug screen and physical required upon job offer.**

**DUTIES: Under day-to-day supervision of Housekeeping Supervisor. Performs heavy cleaning of all common areas of the Detention Center other than Admissions, Superintendent's Office and residential units. Requires performing duties in a secure institutional setting subject to constant video surveillance for purposes of security and the welfare of the detained youth.**

**CUSTODIAN: Starting Salary: \$21,652  
Salary Range: \$21,652 – \$32,213**

**CLOSING DATE: For full consideration please submit resume by February 24, 2012 – 5:00 p.m., however resumes will be accepted until position is filled.**

**SEND RESUME AND ACADEMIC TRANSCRIPT 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: CUSTODIAN  
920 N. Vandeventer Ave.  
St. Louis, MO 63108**

**EOE  
NO PHONE CALLS**

**See detailed description below**

**DEPARTMENT:** Detention

**CLASS TITLE:** Custodian

**CLASS DEFINITION:** Under day-to-day supervision of Housekeeping Supervisor. Performs heavy cleaning of all common areas of the Detention Center other than Admissions, Superintendent's Office and residential units. 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:**

- \* Dusts and vacuums all window screens and doors, furnishings, fixtures and lights.
- \* Cleans and disinfects restrooms.
- \* Maintains supplies in restrooms.
- \* Dusts and damp-mops floors, corridors, stairs, landings, offices, conference rooms, closets, storage areas, cabinets, shelves, gym and classrooms.
- \* Cleans walls, partitions, windows, glass panels, doors, furniture, cabinets and shelves.
- \* Spot cleans any other area as needed and directed.
- \* Waxes floor areas followed by frequent auto buffing and polishing.
- \* Polishes fixtures, hardware and glass panels regularly and provide touch-ups as needed.
- \* Re-arranges supplies and furnishings as needed and directed.
- \* Regularly collects and removes all rubbish to trash disposal area.
- \* Maintains all equipment and tools in a clean and orderly manner.
- \* Able to lift and maneuver 50 pounds.
- \* May be required to supervise and interact with youth assigned to the restitution and community services program.
- \* Regular and prompt attendance is considered an essential function of this position.
- \* Accepts deliveries of all non-food service items.

**EXAMPLES OF NON-ESSENTIAL DUTIES:**

- \* Provides back up for courier runs and help for pick-up of bulk supplies.
- \* Other duties as may be assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** Some knowledge of types of cleaning solutions desirable. Some custodial experience preferred.

**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.

February 2012