

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
"Missouri public schools: the best choice... the best results!"  
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**VACANCY NOTICE**

Vacancy Title: **CUSTODIAL WORKER II (One vacant position)**

Job Order Number: 4083202

Domicile Location: Fulton, MO

Section/Office: Missouri School for the Deaf

Salary: \$2052 monthly

Deadline: Open Until Filled

**QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS**

*(Other qualifications and experience, which in the opinion of the Commissioner of Education meet the requirements of the position, may be accepted in lieu of the below.)*

Graduation from a standard high school or equivalent education.

Previous experience in custodial work preferred.

**PREFERRED QUALIFICATIONS**

Some knowledge of materials, methods and equipment used in housekeeping work.

Ability to understand and follow oral and/or written instruction.

Ability to establish and maintain harmonious working relationship with students, staff and fellow employees.

Sufficient physical strength to perform a variety of routine manual tasks in the care, cleaning and general maintenance of building and equipment.

In possession of a valid vehicle operator's license.

**EXAMPLES OF WORK PERFORMED**

*(The incumbent must have the ability to perform the essential functions below either*

*with or without reasonable accommodations.)*

Performs manual tasks in mopping, scrubbing, dusting, polishing and similar housekeeping tasks.

Dusts and cleans offices, classrooms, halls, lounges, or other assigned areas.

Cleans restrooms and fixtures and also replenishes supplies.

Cleans dust and dirt from ceilings, walls, pipes, fixtures, floors and windows. Strips, cleans, waxes and polishes floors.

Operates various powered equipment (i.e. mechanical scrubbers, polishers, and washers) in performance of assigned duties.

Cleans schools, dorm rooms, dining areas, gymnasium, auditorium, lounges, and other areas as assigned.

Does simple non-skilled maintenance to area and equipment.

Performs related work as assigned.

## **APPLICATION PROCEDURE**

Complete a DESE application online at

<https://msd.dese.mo.gov/sites/msd/files/Employment%20Application%202017.pdf>

Please attach a scanned copy of your transcripts with the application. You will receive an e-mail confirmation when your application is received online.

## **BENEFITS**

**ANNUAL LEAVE:** Accrue 10 hours per month for new full-time employees, longer term State employees can earn more.

**SICK LEAVE:** Accrue approximately 10 hours per month.

**PARENTAL LEAVE:** Six weeks paid leave for the birth or adoption of a child in accordance to the Department's Parental Leave Policy.

**HOLIDAYS:** 12 holidays per year.

**RETIREMENT:** Coverage provided through the Missouri State Employees Retirement System (MOSERS). Members hired on or after January 1, 2011, are required to contribute 4% of their pay to the retirement system.

**LIFE INSURANCE:** Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

**OPTIONAL LIFE INSURANCE:** Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

**CAFETERIA PLAN:** Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

**HEALTH PLANS:** Employer-paid/subsidized plans available the first day of the following month after employment.

**DENTAL PLANS:** MetLife insurance coverage is available.

**VISION PLAN:** National Vision Administrators (NVA) is available.

**DEFERRED COMPENSATION:** A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

### **EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER**

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at [hr@dese.mo.gov](mailto:hr@dese.mo.gov).

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

### **SELECTIVE SERVICE REGISTRATION REQUIREMENT**

Anyone who is required to register under the United States Military Selective Service Act must show proof of registration prior to being offered employment with the State of Missouri. (Authority: Section 105.1213, RSMo.)

## **STATE TAX REQUIREMENT**

State law now requires all employees to pay their state taxes in a timely manner as a condition of employment. Each year the Department of Revenue will determine if any state employees are delinquent in paying their state taxes for the prior tax year.

Employees who are delinquent will be notified and given sufficient time to resolve their state tax liability. Employees who fail to meet this requirement will be terminated.

(Authority: Section 105.262, RSMo.)

## **NOTICE OF NON-DISCRIMINATION**

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title 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. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator–Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).