

**JOB ANNOUNCEMENT**  
**GOVERNMENT OF THE UNITED STATES**  
**VIRGIN ISLANDS**  
**DEPARTMENT OF EDUCATION**  
Internal/External

**THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:**

**POSITION TITLE:** Custodial Worker

**LOCATION:** St. Thomas/ St. John District

*Interested persons should contact:* **DIVISION OF HUMAN RESOURCES**  
[careers.stj@vide.vi](mailto:careers.stj@vide.vi)

**Deadline for applying:** June 8, 2018

**Salary Range:** \$20,398                      **GRADE:** SU-06

**Union:** Seafarers International Union

**DESCRIPTION**

This is routine janitorial work that involves the maintenance of government buildings in a clean and sanitary condition. An employee in this class is responsible for custodial and minor maintenance on government buildings and other designated area. Work is reviewed by the Activity Center Head or School Principal.

**DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)**

- Assumes responsibility for cleaning at a large school or office;
- Performs a variety of incidental manual laboring tasks such as assisting with loading, unloading, and moving supplies and equipment;
- Performs a variety of sweeping, scrubbing, mopping, and general cleaning similar to that of a handyman;
- Empties waste paper basket; opens and closes windows and turn building lights on or off as instructed;
- Counts, picks up, and delivers linen, and assists in food-service duties as required;
- Reports unusual situations or conditions to immediate supervisor;
- Reports to duty station in case of burglary, fire, or other disaster;
- Performs related work as required.

## **KNOWLEDGE, SKILL AND ABILITIES**

- Knowledge of the materials, equipment and methods used in cleaning and other janitorial work;
- Ability to work long hours while standing, walking long distances and performing moderately heavy cleaning;
- Ability to read, write, understand and follow oral and written instructions;
- Ability to establish and maintain effective working relationships with all persons contacted during the course of work
- Ability to lift seventy (70) pounds or more.

## **EDUCATION AND EXPERIENCE**

- High School Diploma or G.E.D. and one (1) year experience as a janitor or other work involving the cleaning of buildings or grounds

**“No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age.”**

**Send your complete application package to [careers.sttj@vide.vi](mailto:careers.sttj@vide.vi) for consideration.**

**Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor’s Statement of Good Health.**

**\*\*\*\*DUE TO A HIGH VOLUME OF APPLICANTS, THE DEPARTMENT WILL NOTIFY ONLY THOSE WHO ARE SELECTED FOR THE NEXT STEP IN THE RECRUITMENT PROCESS. \*\*\*\***

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*Travel, transportation and relocation expenses are not authorized for this position. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the sole responsibility of the selected candidate.*

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