

Palos Heights District 128

EMPLOYMENT RECOMMENDATION FOR: Michael Volpi

JOB TITLE:	Night Custodian	SCHOOL:	Navajo
DATE NEEDED:	ASAP	GRADE/SUBJECT:	Elementary

FULL-TIME PART-TIME

REPLACEMENT FOR: Andrew Kay
(Name of Employee)

- Retirement
- Resignation (attach letter of resignation)
- Termination
- Unpaid Leave
- Other (specify) _____

NEW POSITION (Must have approval of Superintendent)

Number of Applications Received: 0 Number of Candidates Interviewed: 0

Professional Background Related to Position

Worked at Alpha Building Maintenance for 4 + years maintaining cleanliness of classrooms, hallways, restrooms and common areas. Assisted with setup and teardown for school events and activities. Monitored and reported any safety hazards or maintenance issues to the appropriate personnel. Ensured all areas were sanitized and safe for students and staff. Have used floor buffers and carpet cleaners. Managed inventory. Responded promptly to emergency cleaning requests.

Reference Feedback

We hired Michael through Alpha Building Maintenance as a contracted worker and he worked for us for two and half weeks. In that time, Colin McCann and Bryan Neubacher have said it has been great working with Michael and that he has done a great job with cleaning. He is friendly and the staff have been happy with his work so far. Michael asked if he could become an employee permanently and due to his great work ethic and cleaning abilities we have decided to hire him for the position. He will be a great addition to the custodial staff.

Supervisor's Signature: Kim Anoman Date: 12/23/24

Superintendent's Signature: Meryl B Brownlow Date: 12-23-2024