



### RECOMMENDATION FOR NEW EMPLOYEE

Date: July 17, 2025	Recommended by: Dr. Jill Schreiber
Primary position to be filled: Part-Time Custodian (10:30 am - 2:30 pm)	
Secondary position to be filled: N/A	
Please indicate if this is a grant position (if so, indicate grant): N/A	
Replacing: Danny Hengle	New position: N/A
Name of recommended individual: Jessica Tapia	
College or University and Major/Minor field of study: Farragut Career Academy - GED	
Please list all relevant prior experience: LA Fitness - Customer Service - Front Desk - May 2025 through present College of DuPage Custodial Operations - 04/ 2014 through 03/2015	
Start date: July 23, 2025	Board approval date: July 22, 2025
Recommended salary schedule placement: Step 1, \$21.56/hr.	
Full-time equivalency (FTE): .5	Contracted days: 248
Background information:  Ms. Tapia consistently provides thorough and detailed cleaning. She readily accepts tasks from her superiors and completes her work effectively and with efficiency. Ms. Tapia is enthusiastic and eager to work.	