

## **Bright Local School District**

**Title: Custodian/ Evening shift**

**Reports to: Dan Knoblauch, Maintenance Supervisor, Superintendent**

**Term of Contract: 261 Days**

### **Qualifications:**

- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Embodies high ethical standards and integrity.
- Ability to read, understand, and comply with Material Safety Data Sheets (MSDS)
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with skills essential to the objectives of the position.
- Embodies high ethical standards and integrity.

**Job Objective:** Performs custodial duties to protect and preserve buildings, grounds, equipment, and furnishings.

### **Performance Responsibilities:**

- Performs custodial duties. Takes initiative to perform routine tasks independently.
- Day custodian. Ensure building entrance doors are unlocked. Turn on all hallway lights on all floors.
- Night custodian. Lockdown all exterior doors and classroom doors. Turn off all hallway and classroom lights on all floors.
- Keeps principal and maintenance supervisor informed about emerging issues.
- Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
- Performs minor repairs.
- Moves, and arranges furnishings, supplies, and equipment as directed.
- Avoids disrupting building activities except during emergencies.
- Anticipates and prepares for fire, health, and safety inspections. Anticipates and replenishes consumable supplies to avoid work schedule interruptions.

- Monitors building conditions. Reports suspected problems and/or unsafe conditions.
- Performs routine grounds keeping activities as directed.
- Provides for the regular and orderly removal of trash. Washes, strips and waxes floors. Sanitizes and re-supplies toilet rooms. Cleans furniture, water fountains, fixtures, walls, and windows.
- Helps with the receipt of deliveries. Inspects packages. Verifies quantities.
- Conducts an ongoing program of general maintenance, upkeep, and repair as assigned.
- Cooperates with the maintenance personnel, assisting when requested.
- Picks-up and delivers equipment, materials and other supplies as directed.
- Takes precautions to ensure safety.
- Checks daily schedule to find out if a school activity requires preparation or clean up.
- Helps uphold security procedures. Assists rental groups as directed. Directs visitors to the office.
- Reports inappropriate behavior, vandalism, graffiti, equipment malfunctions, and other concerns.
- Assists with snow removal operations as directed.
- Completes paperwork, reports, records and inventories accurately and in a timely manner.
- Takes appropriate action to protect district property. Responds to emergencies as needed.
- Advances district's professional image. Maintains open/effective communications.
- Uses problem-solving techniques to tactfully address and resolve questions/concerns.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Works with staff to manage or eliminate risk factors.
- Deals with unexpected situations. Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids, and/or body tissues.
- Documents all injuries that require treatment.
- Refers district policy interpretation inquiries to administrators.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Maintains confidentiality of privileged information.
- Performs other specific job-related duties as directed.
- Demonstrates regular and predictable attendance and is punctual.
- Works efficiently with limited supervision. Prioritizes tasks to meet deadlines.
- Be willing to work extra hours to assist in covering extra-curricular after hours, shows, sports, etc.
- Prioritizes tasks to meet deadlines.
- Demonstrates professionalism and contributes to a positive work/learning environment.

- Reacts productively to interruptions and changing conditions.

**Working Conditions:** Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures.

- Exposure to blood- borne pathogens and communicable diseases.
- Exposure to adverse weather conditions and temperature extremes. Occasional operation of a motor vehicle under inclement weather conditions.
- Working in proximity to moving mechanical parts. Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Working at various heights, in confined spaces, and/or diminished lighting.
- Occasional interaction with unruly individuals.
- Balancing, bending, crouching, kneeling, reaching and standing.
- Lifting, carrying and moving work-related supplies/equipment.

**Performance Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Bright Local Schools Board of Education.

The Bright Local School District is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.

**Submit letter of interest/resume via**

**Mail: Bright Local School District**

**"Custodian Application"**

**PO Box 299**

**Mowrystown, Ohio 45155**

**Email: [michael.bick@blsd.us](mailto:michael.bick@blsd.us)**

**Deadline for Application: Until filled**