



OAK HILL UNION LOCAL SCHOOLS BOARD OF EDUCATION CUSTODIAN III (6-HOUR DAILY) JOB DESCRIPTION

Title:	Custodian III
Department:	Custodial
Building/Facility:	Oak Hill Elementary School/Middle School/High School
Reports To:	Elementary School/Middle School/High School Principal and Maintenance & Grounds Supervisor/Superintendent
Employment Status:	10-Months (208 days)
FLSA Status:	Non-Exempt
General Description:	To provide clean, healthy, and safe environment for pupils, staff, and community
Role Model:	To serve as a role model for students in how to conduct themselves as citizens and responsible intelligent human beings and the legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values

Work Schedule: (6 Hours per Day, to be flexible)

- Monday through Friday
- Lunch – ½ Hour Unpaid
- Breaks – (1) 15-minute break
- Schedule subject to change when conditions warrant

Essential Functions:

- Inspect, care, and keep in good condition and appearance the physical equipment, building, facilities, and grounds (per contract)
- Promptly remove ice and snow from the school's steps and walkways
- Prepare school and grounds for special events
- Perform routine building maintenance
- Secure building for at the end of the workday (windows, doors, lights, etc.)
- Other duties as assigned by the Building Principal, Assistant Principal, Maintenance and Grounds Supervisor and/or Superintendent
- The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district

Qualifications:

- High School Diploma
- Ability to take directions, act independently within the scope of employment, and cooperate with others
- Good health, high moral character, and knowledge of regarding cleaning techniques and care of school buildings
- Valid Ohio Driver's License
- Alternative to above qualifications as the superintendent or board of education may find appropriate

General Duties:

Duties are as assigned by Supervisors

Specific Duties:**DAILY:**

- empty all trash cans
- empty pencil sharpeners
- clean and disinfect desktops
- dust and damp mop all tiled areas
- vacuum all carpet areas
- clean all restrooms in designated area of building plan (includes fixtures, mirrors, and floors)
- clean countertops and sinks in classrooms
- fill all paper dispensers
- dust windowsills
- clean water fountains

AS NEEDED:

- clean all glass
- clean dry erase boards
- polish teacher's desk and other wood furniture
- spot clean carpeted areas
- wash walls
- wipe down doors and doorknobs
- keep walls in restrooms spotless
- scrub floor tile in restroom (s)
- clean bleachers
- snow removal, begin shoveling walks and putting out salt

SUMMER AND HOLIDAY(s)

- major cleaning of building
- follow schedule set by building principals and/or superintendent
- other duties as assigned by the building principals. May also receive work orders from Assistant High School Principal and the Superintendent

***As needed means** that if an item needs cleaned once a week then clean it once a week. On the other hand, if an item needs cleaned five times a week then clean it five times a week.

Note: If there is a special event or classes going on in a part of your designated area then skip that part of your section. Return later when the event is over to clean that part of your section.

Oak Hill Union Local

Board of Education

Approved: August 14, 2019



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This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

Superintendent or Designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware the requirements of my position. I further certify that I have reviewed most current copy of the Oak Hill Union Local Board of Education Policy Manual.

Signature

Date