

**TITLE:**                    **Custodian - Board of Education, Stadium, Viking Hall,  
Baseball/Softball Concession Area**

**QUALIFICATIONS:**

1.     High School Diploma
2.     In good health and able to do heavy lifting and climbing.
3.     Demonstrates aptitude for successful completion of the tasks assigned.
4.     Must have experience in cleaning, maintenance, and inventorying.
5.     Is able to do minor electrical, plumbing, wall, and floor repair projects.

**REPORTS TO:**        Director of Operations or Superintendent

**HOURS OF DUTY:**        5:30 a.m. - 11:30 a.m.    w/1/2 hour lunch-unpaid

**SUMMER HOURS** -        6:30 a.m. - 12:30 p.m.    w/1/2 hour lunch-unpaid

**CONTRACT TERMS:**        Contract Terms 260 Days

**GENERAL DUTIES:**

To perform those designated duties involving the cleanliness and sanitation of the district schools.

**SPECIFIC DUTIES: Board of Education, Stadium, Viking Hall, Baseball/Softball  
Concession Area**

1.     Keeps buildings and premises, including sidewalks, driveways and activity areas neat and clean at times per individual schedule.
2.     Shovels and/or plows sidewalks and steps as appropriate.
3.     Checks daily to insure that all exit doors are open/close and all panic bars are working properly during the hours of building occupancy.
4.     Inspects the United States flag, Ohio State Flag, and POW Flag on a regular basis for wear.
5.     Sweeps/Vacuum classrooms daily and dusts furniture, sanitize desks as needed, empties trash cans and pencil sharpeners, unless otherwise assigned by Supervisor.
6.     Scrubs, rinses, and disinfects toilets, floors, all sanitary fixtures, and scrubs and rinses drinking fountains daily. Checks vending machines in the girls restrooms and fills as needed.
7.     Cleans corridors after school each day, and during the day when their conditions require it.
8.     Washes all windows on both inside and outside when needed, and more frequently if necessary.

9. Performs such yard keeping chores as necessary, to maintain the school grounds in a safe and attractive condition.
10. Keeps all floors in a clean and attractive condition and in a good state of preservation.
11. Makes minor building repairs, and reports more serious problems in a timely manner.
12. Reports immediately to the Supervisor any damage to school property and/or major repairs needed.
13. Remains on the school premises during non-school hours when the use of the building has been authorized and attendance is required.
14. Assumes responsibility for the closing of the building each school day before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons are turned off. Alarms will be activated.
15. Keeps an inventory of supplies, equipment, and requisitions such needed replacements from the Director of Operations far enough in advance so that they may be delivered in such time as will not hinder the custodian in his/her duty.
16. Moves furniture or equipment within buildings as required for various activities and as directed by Supervisor.
17. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
18. Maintains a clean, orderly work room
19. Cleans Stadium bleachers after events
20. Performs other related duties as requested by the building principal, Director of Operations or Superintendent.

**REVIEWED/REVISED:** February 13, 2025

**ADOPTED: February 18, 2025**