



## Job Posting 2024-2025 School Year

### CUSTODIAN - CLASS II – 2<sup>nd</sup> Shift

261 Days

**Berry Intermediate School**

Successful applicants must demonstrate the ability to work well with others and be able to take direction. The candidate we are seeking will further demonstrate the ability to provide a safe clean environment for students, staff and the public. Assist Head Custodian in cleaning, maintaining, and daily operation of school buildings, including removing snow and ice from entrance ways. Must possess good communication skills and show initiative and ability to learn. Act as replacement during Head Custodian's absence as directed by the administration. The applicant must be able to meet the physical demands of the position. Duties and responsibilities will be assigned to **Berry Intermediate School** with the understanding that building assignments may change as necessary to maintain effective and efficient school district operations. This position is eight hours per day, **second shift** from approximately 3:30 p.m. – 12:00 p.m., Monday through Friday.

**Experience:** One to two years related experience preferred.

**Education:** High School Diploma

**Conditions:** Pass a criminal background check.

Be able to meet the physical demands of the job.

**Wages:** As per salary schedule and experience.

#### **Interested persons should:**

Interested persons should apply following the directions below:

- 1) Go to the Lebanon City Schools Website:  
[www.lebanonschools.org](http://www.lebanonschools.org)
  - From the Home Page, Click on **Employment**
  - Then **Available Positions (left side under Human Resources)**
  - This will take you to The Greater Cincinnati School Application Consortium
  - Then **All Vacancies**
  - You will see a list of available positions, click on the red Apply Button next to the position you're interested in applying for and complete the online application.
  - Internal Applicants (Lebanon City School Employees) please click on the link in the job posting email to apply.

Posting for internal candidates expires at 2:00 pm on Friday April 11, 2025

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4/8/2025

**LEBANON BOARD OF EDUCATION  
JOB DESCRIPTION**

<b>Position:</b>	Custodian (Class II)
<b>Reports to:</b>	Principal
<b>Employment Status:</b>	Regular/Full-time
<b>Contract Days:</b>	261 Days
<b>FLSA Status:</b>	Non-Exempt
<b>Bargaining Unit:</b>	OAPSE
<b>Description:</b>	Provide a safe, clean environment for students, staff and public. Assist Head Custodian in cleaning, maintaining, and daily operation of school buildings. Act as replacement during Head Custodian's absence as directed by the administration

**NOTE:** The lists below are not ranked in order of importance

**Essential Functions:**

- Ensure the safety of students and staff
- Follow all safety and code requirements of the federal and state laws
- Follow health department regulations and those directed by administrative and Board policy
- Promote good safety practices and procedures with all staff in the building
- Communicate with Head Custodian on issues surrounding the maintenance, grounds and custodial department
- Cooperate with the local and state fire inspectors and as well as all other inspectors
- Ensure that all chemicals are labeled and secured in a manner that follows OSHA standards
- Report repair work needs to the building administrator and maintenance supervisor
- Cooperate with the Principal and Head Custodian in maintaining proper physical conditions
- Secure building each working day to ensure that all lights (except night lights) are turned off and all persons are out of the building before leaving the premises
- Complete inventory of all janitorial supplies and provide this inventory to the maintenance person
- Make provisions for and maintain the storage of tools, cleaning materials, and other supplies
- Keep work and storage areas neat and orderly
- Dispense of all excelsior, paper, sweepings, rags or other rubbish of inflammable nature in a designated location
- Receive and store all supplies and equipment
- Assist in the unloading of supplies delivered to the building
- Plow, shovel and salt all steps and entrances to the building before the opening or ending of school each day as necessary
- Mop and clean floors as needed during inclement weather to prevent slips, trips and falls

- Sweep, mop, or vacuum and wax the floors of all classrooms, corridors, and stairways, libraries, gymnasiums, dining rooms, industrial arts rooms, toilet rooms, locker rooms, closets, and offices
- Mop the floors in toilet rooms, offices, stairways, corridors, locker rooms and shower rooms
- Disinfect and clean all toilet bowls, urinals and drinking fountains
- Mop and refinish the gymnasium floors as directed
- Dust all furniture and woodwork such as window sills, baseboards, stair rails, doors, window frames, desks, and corridor lockers
- Empty all waste paper receptacles and pencil sharpeners
- Clean all windows, glass, chalkboards or whiteboards
- Care for playground areas to ensure they are properly prepared for recess, emergencies, and drills if required
- Perform annual summer work such as the cleaning of all windows, desks, chairs etc...
- Assist the maintenance person as directed
- Establish and maintain effective working relationships with other employees and building occupants
- Promote good public relations by personal appearance, attitude and conversation
- Make contacts with the public with tact and diplomacy
- Interact in a positive manner with staff, students and parents
- Respond to routine questions and requests in an appropriate manner
- Attend in-services as required
- Serve as a role model for students
- Carry out and enforce Board policy

#### **Other Duties and Responsibilities:**

- Perform other duties as assigned by Maintenance, Facilities, and Grounds Supervisor, Head Custodian, Principal, Superintendent or designee

#### **Qualifications:**

- High school diploma or general education degree (GED)
- One to two years related experience
- Acceptable BCII report and FBI report
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

#### **Required Knowledge, Skills, and Abilities:**

- Ability to work effectively with others
- Ability to work independently
- Knowledge of appropriate safety procedures
- Training in the proper care and storage of chemicals, e.g., OSHA/PERRAC training
- Ability to read and understand verbal and written instructions, written warnings and labels
- Working knowledge of assigned building and alarm systems
- Knowledge of safety procedures
- Knowledge of the care of materials, methods and practices to proper cleaning of a facility
- Knowledge of the care and proper use of sweepers, vacuum machines, mops, brushes, wax machines, cleaning fluids and other cleaning materials and equipment
- Ability to communicate ideas clearly and effectively both orally and in writing
- Effective, active listening skills

- Organizational and problem solving skills

**Equipment Operated:**

- Various hand and plumbing tools
- Vacuum cleaners
- Wet and dry vac
- Floor waxing machine
- Ladders
- Lawn equipment
- Floor scrubbers
- Various power tools
- Snow removal and landscaping equipment
- Scrubbers and buffers
- Power washer
- Stripping machine
- Portable air compressor
- Computer/printer
- Telephone, cell phone and two way radio

**Additional Working Conditions:**

- Frequent exposure to blood, bodily fluids and tissue
- Frequent operation of vehicle in inclement weather conditions
- Occasional interaction among unruly children
- Frequent requirement to lift, carry, push and pull various supplies and materials up to a maximum of 60 pounds and 300 pounds on wheels, e.g., unloading trucks, carrying copy paper, pushing trash cart, salt, pails
- Occasional requirement to work in high places
- Frequent climbing of ladders and stairs
- Frequent requirement to sit, stand, walk, talk, hear, see (occasional color vision required), read, speak, reach, stretch with hands and arms, crouch, climb, balance, kneel and stoop
- Frequent excessive standing
- Frequent requirement to walk in excess of 2-3 miles per day
- Frequent repetitive hand motion, e.g., waxing, mopping, sweeping, washing
- Occasional exposure to loud noises, e.g., power tools, vacuum sweeper
- Occasional request to work overtime
- Occasional requirement to work near moving mechanical parts
- Occasional exposure to fumes, airborne particles, toxic, dangerous, or caustic chemicals, e.g., chlorine, asbestos, welding dust
- Occasional exposure to loud noises

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 incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.