

**WESTERVILLE CITY SCHOOLS
OFFICE OF HUMAN RESOURCES**



JOB DESCRIPTION

POSITION: Asst. Head Custodian – 2nd shift (Union Position)
LOCATION: Blendon Middle School
WORK SCHEDULE: 12 Month Classified - 260 Days
2:30 PM – 11:00 PM
REPORTS TO: Custodial Manager and Building Principal
SALARY: \$22.94 per hour plus \$.20 night shift differential during select periods of time
(as determined by supervisor)
POSTING DATE: April 11 – 17, 2025

JOB SUMMARY: Supervises and coordinates activities of workers engaged in cleaning and maintaining premises of a school by performing the duties as noted below in cooperation with the Head Custodian. This position is responsible to the manager of Custodial Services with daily direction from the principal or his/her Designee.

NOTE: The lists below are not ranked in any particular order of importance.

QUALIFICATIONS:

- High School Diploma or Equivalent

ESSENTIAL FUNCTIONS:

- Police areas.
- Dust mop, sweep, wet mop floors, hallways, and stairwells.
- Vacuum rugs and carpets.
- Scrub, clean, and sanitize restroom fixtures and keep restrooms supplied with towels, soap, and other items.
- Dust/vacuum/wash and clean walls, furniture, doors, windows, woodwork, drapes, and other surfaces. Polish as required.
- Keep simple records and reports. Compile, submit payroll information bi-weekly.
- Notify proper authority of equipment and facilities needing repair or replacement.
- Replace accessible light bulbs.
- Assigning tasks to other custodian(s), and inspects completed work for conformance to standards.
- Issuing supplies and equipment.
- Recording hours worked on time cards or time sheets. Assignment, recording of overtime hours.
- Submitting maintenance requests for repair of cleaning equipment to Supervisor.
- Ordering of all custodial supplies from the warehouse.
- Care and report on the after-hours' use of the facilities.
- The general cleanliness and safety of the building.
- Proper use and care of all equipment related to custodial work and the heating/cooling system.
- Performs duties of workers supervised.
- Ability to enter maintenance requests on the computer.

- Stripping and refinishing floors.
- Scrubbing floors with machines.
- Window washing.
- Light fixture vacuuming and washing.
- Waste receptacle washing.
- Snow shoveling immediate entryway areas.
- Carpet shampooing.
- Building checks.
- Other duties as assigned.

EXPECTATIONS:

- Knowledge and experience in the care and maintenance of various kinds of floor surfaces and coverings and other general cleaning.
- Working knowledge of power cleaning equipment.
- Written and verbal communication skills.
- Minimum of three years' institutional custodian experience.
- Organizational skills.
- Knowledge of record keeping.
- Demonstrated ability to enter maintenance requests by computer.
- Mechanical aptitude to do minor repairs.
- Good mechanical dexterity.
- Experience in the care and maintenance of various kinds of floor surfaces and coverings and other general cleaning.
- Working knowledge of power cleaning equipment.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
- Physical ability to do manual labor and ladder use.
- Interpersonal skills.
- Demonstrated ability to effectively direct the activities of others.
- Generally good health.

OTHER CONDITIONS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

TERMS OF EMPLOYMENT:

Work calendar, salary, and benefits established by Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on Evaluation of Professional Personnel

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 instructions and perform duties required by the employee's supervisor(s). All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education and Workforce Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.

Revised April 2025