

**MAYFIELD CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>Custodian Class I</b> (General Cleaner Utility [J] prior to 6/30/08, Mid-Day Custodian [J], General Cleaner Utility [J] after 7/01/08)
<b>Reports To:</b>	Head Custodian/Principal
<b>Position Status:</b>	FLSA Classified; Section 3319.081 – ORC
<b>General Description:</b>	Perform custodial work required for the routine care, maintenance, cleaning, protection, and preservation of the assigned building/building space, its contents, and grounds.  Maintain building (or building space) in a clean, attractive, healthy, and safe condition.
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. High school diploma/equivalent; 18 years of age.</li> <li>2. Able to understand and follow oral and written instructions.</li> <li>3. Able to complete necessary written reports in a timely manner.</li> <li>4. Successful experience in custodial/janitorial work in a school or industrial environment.</li> <li>5. Proficient in basic computer skills and applications necessary to access timely and relevant information and able to disseminate same.</li> <li>6. Good health and good attendance record.</li> <li>7. Additional qualifications as the Board of Education may require.</li> </ol>
<b>Physical/Other Requirements:</b>	<ol style="list-style-type: none"> <li>1. Able to access all areas of District facilities, including operations, utility, and maintenance, appropriate classroom, lunchroom/cafeteria, library/media, performance, gymnasium, and office areas.</li> <li>2. Able to follow safety rules and regulations.</li> <li>3. Able to routinely lift and move heavy objects weighing at least 50 pounds and occasionally lift/carry equipment and supplies weighing up to 75 pounds.</li> <li>4. Able to climb ladders and scaffolds to perform work tasks.</li> <li>5. Able to remove/shovel snow, cut grass, and maintain grounds in a presentable manner.</li> <li>6. Effective communication and interpersonal skills.</li> <li>7. Able to present information to individuals and small groups in a clear and understandable manner.</li> <li>8. Able to work cooperatively with students, parents, teachers, school staff, administrators, and the general public.</li> <li>9. Able to plan ahead yet remain flexible enough to adapt to new situations or react to emergencies.</li> <li>10. Able to interact well with other people, but also able to work independently.</li> </ol>
<b>Performance Responsibilities (Essential Functions*):</b>	
<ol style="list-style-type: none"> <li>1. Perform all phases of cleaning/housekeeping duties and routine maintenance and repair of the building and its furniture/equipment in accordance with District policies, administrative guidelines, local ordinances, Department of Health regulations and the provisions of State and Federal law.</li> <li>2. Follow the work schedule assigned, including day-to-day job assignments, work areas, special work projects, and summer/break cleaning and maintenance.</li> <li>3. * Complete required tasks of sweeping, mopping, waxing floors; emptying and cleaning trash/waste receptacles and pencil sharpeners; refilling towel, toilet tissue, and soap dispensers; removing cobwebs, cleaning windows, cleaning all chalk/dry erase boards, dusting and polishing furniture and woodwork, cabinetry, windowsills, and railings, cleaning and disinfecting toilets, urinals, sinks/wash basins, and</li> </ol>	

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- drinking fountains as scheduled.
4. Assist building staff with work assignments which need temporary support.
  5. Operate and maintain heating and ventilating equipment, safely and efficiently, as assigned.
  6. Open and secure the building, classrooms, and other facilities as needed.
  7. Replace light bulbs in assigned area as needed; perform minor repairs to furniture and equipment.
  8. Provide outside maintenance to building and grounds, including yard maintenance; mow as needed and clear sidewalks and entryways of snow and ice.
  9. Keep fence rows clean and clear, yard drains open and clean, and walks and driveways swept.
  10. Adjust cleaning schedules as needed due to evening/special use of the facilities.
  11. \* Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
  12. Provide necessary custodial services to support the comprehensive instructional program, the program of food service, co-curricular and extra-curricular activities, interscholastic athletics, and community use of school facilities
  13. \* Maintain accurate records of all repairs and maintenance and prepare reports and repair orders as required by law, District policy, and administrative guidelines in a timely manner.
  14. Requisition, order, and account for parts, supplies, and materials as needed.
  15. Help unload deliveries, document receipt, and store supplies.
  16. Meet the professional expectations of attendance, suitable attire and decorum, participation in District meetings/functions, and support of District initiatives.
  17. Respond to specific requests from the Head Custodian/Principal on matters affecting the building operations.

#### Other Professional Expectations:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Demonstrate a belief in and practices ethical principles and democratic values.
3. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee's professional responsibilities.
4. Keep up-to-date and knowledgeable of facility operations, custodial and maintenance functions, and District issues.
5. Perform other job functions as assigned.

#### Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional exposure to inclement and extreme weather conditions for hours at a time.
4. Occasional interaction among unruly children.

**The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.**

All new employees hired after July 1, 2022, will be required to obtain a School Bus License Endorsement (CDL) and maintain such endorsement as a condition of employment. This requirement may be waived by the District due to lack of applicants. Employees will be reimbursed for costs of obtaining CDL; provided, however, that the employee remains with the District for a period of three contract years. The Board will provide expense reimbursement in the amount of \$250. Employees who leave prior to the three years will be required to return costs of CDL – 2/3 leaving after one year, 1/3 leaving after two years.