

MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	Custodian Class II (General Custodian/Maintenance/Middle School Kitchen III (G), General Custodian Maintenance High School Kitchen III (G), Middle School Head Night (H), General Custodian II (I))
Reports To:	Head Custodian/Supervisor of Buildings, Grounds, & Equipment/Director of Food Services
Position Status:	FLSA Classified; Section 3319.081 – ORC
General Description:	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 and grounds in a clean, attractive, healthy, and safe condition.
Qualifications:	<ol style="list-style-type: none"> 1. High School Diploma. 2. Successful experience in custodial/maintenance work in a school or industrial environment. 3. Able to train and supervise custodial employees. 4. Able to understand and follow oral and written instructions. 5. Able to maintain records and to complete necessary written reports in a timely manner. 6. Proficient in basic computer skills and energy management applications as well as those necessary to access timely and relevant information and able to disseminate same. 7. Good health and good attendance record. 8. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 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. 2. Able to follow safety rules and regulations. 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. 4. Able to climb ladders and scaffolds to perform work tasks. 5. Able to remove/shovel snow, cut grass, and maintain grounds in a presentable manner. 6. Effective communication and interpersonal skills. 7. Able to present information to individuals and small groups in a clear and understandable manner. 8. Able to work cooperatively with students, parents, teachers, school staff, administrators, and the general public. 9. Able to plan ahead yet remain flexible enough to adapt to new situations or react to emergencies. 10. Able to interact well with other people, but also able to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 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. 2. Follow the work schedule assigned, including day-to-day job assignments, work areas, special work projects, and summer/break cleaning and maintenance. 3. Assist the food service operation and provide custodial and maintenance service to kitchen, food service 	

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- storage, preparation, and serving areas, and the lunchroom facility.
4. * 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 drinking fountains as scheduled.
 5. Assist building and District staff with work assignments which need temporary support.
 6. * Open, inspect, and secure the building, classrooms, and other facilities as needed.
 7. Replace ballasts and light bulbs as assigned; perform minor repairs to furniture and equipment.
 8. Paint, inspect, and maintain school facilities, recreation/play areas, and equipment.
 9. Provide outside maintenance to building and grounds, including yard maintenance, roof maintenance, clear roof drains, mow as needed, and clear sidewalks and entryways of snow and ice.
 10. Keep fence rows clean and clear, yard drains open and clean, and walks and driveways swept.
 11. Supervise custodial staff assigned to the building/work schedule.
 12. Adjust cleaning schedules as needed due to evening/special use of the facilities.
 13. Work in conjunction with District staff to provide accessibility to facilities and operational support for special needs students in accordance with Individualized Education Plans (IEPs) and/or other District-authorized accommodation plan.
 14. * Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
 15. 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 the school facilities.
 16. * 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.
 17. Requisition, order, and account for parts, supplies, and materials as needed.
 18. Help unload deliveries, document receipt, and store supplies.
 19. Meet the professional expectations of attendance, suitable attire and decorum, participation in building/District meetings/functions, and support of District initiatives.
 20. Respond to specific requests from the Head Custodian, Supervisor/Food Services Director on matters affecting the program or 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, including filling in for other assignments when needed.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. 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,

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prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.