

Ridgemont Local School District



Brian Hogan, Superintendent

Melissa Pollom, Treasurer

POSTING

Open Position

The Ridgemont Local School District is accepting applications for the following position for the 2024-2025 school year:

Position: Second Shift Custodian for Ridgemont's Maint. Dept.- (Afternoon/Evening)

Qualifications: Cleaning and General Facility Maintenance Experience
Dependable and have reliable transportation
Able to handle extreme conditions and inclement weather
Lifting 40+ pounds repeatedly, sweeping, mopping, able to climb ladders etc.
BCI and FBI Fingerprint Test

Employment: Position will be 4 hours per day-Afternoon/Evening
260 days per year
Custodian reports to the Maintenance Supervisor, Principals, and Superintendent

Application

Deadline: May 8, 2024

Apply to: Candidates can email their resume to Maintenance Supervisor, Isaac Houser at isaac.houser@ridgemont.k12.oh.us

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RIDGEMONT LOCAL SCHOOL DISTRICT JOB DESCRIPTION

Title: CUSTODIAN **File 602**

Reports to: Assigned administrator/supervisor

Job Objective: Performs general custodial duties.

Minimum · High school diploma. Work skills substantiated by training and/or relevant work experience.

- Qualifications:**
- An acceptable score on a pre-employment skill test may be required.
 - Ability to perform physically demanding work that includes lifting and moving heavy items.
 - Collects, records, and maintains data accurately. Applies basic mathematical concepts correctly.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets all mandated health screening requirements.

NOTE: The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

Essential **1. Performs custodial duties to protect/preserve buildings, equipment and furnishings.**

- Functions:**
- Works effectively with limited supervision. Performs tasks efficiently to meet deadlines.
 - Checks daily schedule to find out if a school activity requires preparation or clean up.
 - Anticipates and replenishes consumable supplies to avoid work schedule interruptions.
 - Cleans assigned areas. Dry mops/washes floors. Cleans furniture, fixtures, walls and windows. Provides regular/orderly removal of trash. Moves/arranges furnishings, supplies and equipment as directed. Cleans lockers. Replaces light bulbs. Sanitizes and re-supplies toilet rooms. Cleans glass, display cases, partitions, light fixtures, etc. Polishes hardware (e.g., door handles, push/kick plates, handrails, drinking fountains, etc.). Vacuums/power cleans carpets and upholstered furnishings. Spot cleans stains. Cleans floor mats/runners.
 - Helps with the receipt of deliveries. Inspects packages. Verifies contents with packing lists.
 - Reads/complies with Material Safety Data Sheet (MSDS) information. Ensures that supplies are labeled/stored properly. Participates in occupational safety/health training as directed.
 - Follows approved health/safety guidelines to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Reports personal injuries that require treatment to a supervisor.
 - Keeps administrators/supervisors informed about problems/unsafe conditions (e.g., damaged equipment, leaks, noises, structural defects, unusual odors, etc.).
 - Places misplaced items in the lost and found storage area.

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- Assists with the pick-up and delivery of equipment, materials and other supplies as directed.
- Reports traffic citations, accidents, or damage that occurs during performance of assigned duties.
- Anticipates health and safety inspections. Maintains clear routes for emergency egress.
- Protects district property. Ensures that assigned work areas are secured at the end of the shift.
- Upholds security procedures. Assists community groups as directed. Directs visitors to the office.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.
- Takes the initiative to perform routine tasks independently.

3. Maintains open/effective communications.

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.

4. Pursues opportunities to enhance professional performance.

- Attends meetings/in-service programs as directed.
- Keeps current with advances in technology associated with work assignments.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Helps supervisors manage/eliminate risks.

- Maintains high expectations for appropriate conduct. Watches for situations that may indicate a problem. Follows district protocol and state law to deal with bullying, discrimination, inappropriate behavior, and suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.

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- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment over 40+ pounds.
- Operating and/or riding in a vehicle.
- Performing strenuous or repetitive physical tasks for extended periods of time.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces and/or under variable lighting conditions.

Performance Job performance is evaluated according to policy provisions and contractual agreements adopted

Evaluation: by the Ridgemont Local School District.

The Ridgemont Local School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.