

# Ridgemont Local School District



*Sally Henrick, Superintendent*

*Melissa Pollom, Treasurer*

## **POSTING**

- Position Open: Second Shift Custodian for Ridgemont's Maint. Dept.- (Afternoon/Evening)
- Responsibilities: Cleaning and General Maintenance of Ridgemont Local Schools
- 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: 4 hours per day-Afternoon/Evening  
260 days per year  
Custodian reports to the Maintenance Supervisor
- Salary: To be determined
- Posting Date: August 28, 2020
- Expiration Date of Posting: September 11, 2020 at 3:00 p.m.
- Application: Candidate please fill out classified application (available online at [www.ridgemont.k12.oh.us](http://www.ridgemont.k12.oh.us) ) and send/email to Isaac Houser, Maintenance Supervisor- [isaac.houser@ridgemont.k12.oh.us](mailto:isaac.houser@ridgemont.k12.oh.us) 560 W. Taylor St., Mt. Victory, OH 43340. Phone 937-354-2141 ext. 2512
- Interviews: To be conducted-TBA
- Start Date: Contract Start Date-TBA

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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 Qualifications:**
- High school diploma. Work skills substantiated by training and/or relevant work experience.
  - 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 Functions:**
- 1. Performs custodial duties to protect/preserve buildings, equipment and furnishings.**
    - 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.
    - 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.

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- 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.
- 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 30 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 Evaluation:**

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