

# PLEASE POST

TO: Salem High School, Salem Junior High School, Buckeye School, Reilly School, Southeast School, Bus Garage, Cafeteria Area of each building, Custodial Room of each building, Maintenance Department, Office of the Treasurer, OAPSE #215 President, and Office of the Superintendent

FROM: Office of the Superintendent

DATE: September 25, 2024

POSITION: Classified staff position

**Custodian II**  
**@ Salem High School**  
**(260 days per year, eight (8) hours per day during school year,**  
**Monday - Friday 3:00 pm – 11:30 pm**

Please note the requirements of this position (including, but not limited to):

1. Perform designated duties similar to those of a Custodian I, involving the cleanliness and sanitation of the school facilities.
2. Follow a regular schedule of cleaning and sanitizing.
3. May assist in cleaning away snow and ice from building sidewalks and entrances.
4. Advise the Custodian I or Head Custodian of any repairs that may be necessary.
5. Help maintain the building grounds in a neat and well kept fashion.
6. Assist in set up and tear down of all activities in building as assigned by Principal, Head Custodian or Custodian I.
7. Be responsible for maintaining a secure building at all times.
8. Be physically able to lift 50 lbs. a minimum of 3 feet and/or push, pull or drag 50 lbs. a minimum of 50 feet.
  - Frequent excessive standing, frequent requirement to climb ladders and stairs
  - Frequent requirement to stand, walk, stoop, kneel and crouch
  - Frequent repetitive hand motion, sweep, vacuum, mop, and wax floors
9. Follow Board Policy, Administrative Guidelines, and the Negotiated Agreement for the operation of the assigned building.
10. Perform other duties as assigned by Head Custodian, Custodian I, Building Principal, Maintenance Supervisor or Superintendent.
11. Follow and promote safety procedures and practices
12. Maintain an accurate inventory of all custodial equipment, materials and supplies
13. Assist in the control of all maintenance and custodial tools and supplies
14. Manifest the ability to work effectively with others
15. Experience occasional exposure to fumes, airborne particles, and dangerous chemicals
16. Experience occasional exposure to blood, bodily fluids and tissue

**The deadline for this position is 3:00 PM on Wednesday, October 2, 2024**

Please contact the Superintendent's Office if you have any questions.

Letters of interest can be emailed to Terri Roberts at [robertst@salem.k12.oh.us](mailto:robertst@salem.k12.oh.us)  
or dropped off at the Superintendent's Office. .