

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 5, 2024

POSITION: Classified staff position

Head Custodian at the Salem High School

(260 days per year, hours to be announced). For the 2024-2025 School Year

JOB DESCRIPTION: Maintain the physical school plant and grounds in a condition of operating condition that promotes a clean, sanitary, safe, and conducive environment for educating children and young adults.

REPORTS TO: Building Principal and Maintenance Supervisor

QUALIFICATIONS: The Head Custodian shall be able-bodied, possess good moral habits, be able to work with, supervise, direct, and in-service custodial personnel, and have a thorough knowledge of the care, operation, maintenance of the school site, building and equipment. Head Custodian must possess a low pressure boiler license or pass the low pressure boiler operator's test.

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

1. Maintain the mechanical aspects of the building operation at a high level of efficiency.
2. Supervise the custodial staff in maintaining the building and grounds at a proper level of cleanliness and sanitation.
3. Perform quarterly maintenance on unit ventilators and air conditioning equipment such as filter changes and cleaning along with lubrication of components and motors.
4. Change light bulbs in classrooms, hallways, offices, storerooms and other spaces as required.
5. Make minor repairs to building equipment, furniture, and custodial equipment as required.
6. Maintain building entrances, steps, walkways free of ice and snow.
7. Maintain building yards, shrubbery, and trees in a safe and attractive condition.
8. Keep school grounds clean and free from rubbish.
9. Report all acts of vandalism to the building Principal and if necessary to the Maintenance Supervisor.
10. On an assigned schedule, engage in wall washing, painting, cleaning, stripping and waxing of floor surfaces, cleaning of light fixtures, and other surfaces.
11. Clean both inside and outside of windows on a regular schedule.
12. Clean all glass panels in doors on a weekly schedule.
13. Assume responsibility for opening and closing of the building each school day assuring maximum security. Perimeter of building will be checked as soon as feasible during the day and as final thing at closing of the building. Care will be taken to observe open windows or doors and any acts of vandalism.
14. Keep an ongoing inventory of supplies and requisition them on an as needed basis only. Do not keep large inventory in building.
15. Move furniture or equipment within building as required for activities as directed by building principal.
16. Clean corridors on a regular basis during the day as required.
17. Perform weekend and holiday building checks as required. Schedule an alternate person to cover this duty if you are unable.
18. Supervise and schedule personnel to set up and tear down from activities within your building
19. Responsible for maintaining a secure building at all times.
20. Monthly, perform checks of all fire extinguishers and properly mark tags. Report any need for repairs to Maintenance Supervisor as soon as the problem is discovered.
21. Test fire alarm on a monthly basis as directed by the building Principal. Notify the Maintenance Supervisor of any problems or malfunctions as soon as possible. If required, notify the Salem Fire Department prior to test.
22. Remove or report any and all fire hazards as discovered to the building Principal.
23. Assist in the loading and unloading of all food and supplies for your building.
24. Be physically able to lift 50 lbs. a minimum of 3 feet 10 times, and push, pull or drag 50 lbs. a minimum of 50 feet.
25. Follow Board Policy, Administrative Guidelines, and the Negotiated Agreement for the operation of the assigned building.
26. Perform other duties as assigned by the Building Principal, Maintenance Supervisor and Superintendent.
27. All applicants will be subject to a skill and physical assessment test.

The deadline for this position is 3:00 PM on Wednesday, September 11, 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
or dropped off at the Superintendent's Office. .