

METROPOLITAN SCHOOL DISTRICT
WASHINGTON TOWNSHIP, MARION COUNTY
8550 Woodfield Crossing Blvd., Indianapolis, IN 46240

POSITION VACANCY

DATE: April 30, 2015
POSITION: Custodian (Second shift)
CALENDER LENGTH: Twelve-month/260 Paid Days
LOCATION: John Strange Elementary School
CLASSIFICATION: Hourly
WORK SCHEDULE: 2:30 p.m. to 11:00 p.m.
STARTING SALARY: \$12.47 hourly and \$25,938 annually
(Rate includes a fifteen cent shift differential)

JOB DESCRIPTION:

The Custodian is responsible to the Building Foreman and/or the Building Administrator in charge of House-keeping personnel. Responsibilities include:

1. Keeping the building and premises, including sidewalks, driveways, and play areas, neat and clean at all times.
2. Shoveling, plowing, and sanding walkways, driveways, parking areas and steps as appropriate.
3. Sweeping and/or vacuuming classrooms daily and dusting furniture when requested and/or as directed.
4. Cleaning corridors after school each day and as needed.
5. Scrubbing, hosing down and disinfecting restrooms daily.
6. Washing windows on both the inside and outside at least twice each year and as needed.
7. Keeping the grounds free from rubbish.
8. Performing such yard keeping chores as grass cutting and tree trimming as necessary to maintain the school grounds in a safe and attractive condition.
9. Keeping all floors in a clean and attractive condition, and in a good state of preservation.
10. Reporting immediately to the Building Foreman any repairs that need attention and/or any damage to school property.
11. Performing minor maintenance duties, i.e. changing light bulbs, changing ceiling tiles, etc.
12. Moving furniture and/or equipment within buildings as required for various activities and as directed by the Building Foreman.
13. Assuming responsibility for the closing of the building each school day. This includes ensuring that all doors and windows are secured, and that all lights are off except for those left on for safety reasons.
14. Performing other duties as assigned by the Building Foreman and/or the Building Administrator in charge of Housekeeping personnel.

REQUIREMENTS:

All candidates must have high school diploma and/or its equivalent. Must be able to work efficiently and effectively at a fast pace. The ability to communicate effectively with various publics including students, parents, teachers, administrators, staff and outside and public agencies is essential.

Those not currently employed by the MSD of Washington Township are asked to complete an on line application through our website at www.msdt.k12.in.us and attach a current resume. Current employees are asked to complete an Internal Application/Transfer Form through our website (double-click on link below) and attach a current resume. This position will remain open until filled.

(https://www.applitrack.com/msdtw/onlineapp/_application.aspx?starting=true&isinternal=1&district=)

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