

# POSTING

**LAKOTA LOCAL SCHOOL DISTRICT  
Human Resources Office**

**TO:** All Support Staff Members  
**FROM:** Human Resources  
**DATE:** September 26, 2017

We are now accepting applications for the position of: **8 Hour Second Shift Custodian (1 FTE)**

**Location:** Liberty Junior

**Date of Employment:** ASAP

**Contract Days:** 8 hours per day, 5 days per week, and 260 days per year

**Salary:** Beginning at a minimum of \$12.97 per hour (based on verified experience)

**Application Process:** Current Lakota employees may apply through **3:00 p.m. October 2, 2017**

Following the review of all internal applicants, Administration will review all applicants who have completed an on-line application at [www.lakotaonline.com](http://www.lakotaonline.com). Lakota employees must create a user account and profile in Applicant Tracking (formerly AppliTrack) to apply for these positions.

**Application Deadline:** October 2, 2017

Applicants that are offered positions shall be required to submit to an FBI/BCII criminal background check. Failure to satisfactorily pass the criminal background check based on the discretion of the Board of Education will preclude an individual from employment with the district.

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# **JOB DESCRIPTION**

**Job Title:** Custodian

**Job Category:** Buildings and Grounds

**Job Purpose:** Assist Lakota Students to Achieve  
To Their Fullest Potential

BY

Providing Clean, Healthy and Safe  
Learning Environments

**Reports To:** Outlined in the LSSA Negotiated Agreement

**Contract:** 260 Day Contract

## **Essential Job Responsibilities:**

Results-oriented job descriptions reflect a range of responsibilities from which individuals can expect to perform some responsibilities and not others. Evaluation of job performance is based only on the responsibilities expected of the individual in a specific position rather than on all of the responsibilities stated in the results-oriented job description.

### **Provide a clean, safe and hygienic learning environment BY:**

Dust moping tile rooms, halls, stairs, stage, and elevator

Moping cafeteria and scrub

Moping classrooms, bathrooms and halls

Cleaning clinic, sanitizing counter top and beds, moping floor

Removing black marks from hallways and classrooms

Removing trash from all rooms and replace liners

Sweeping all rooms

Cleaning glass and mirrors

Dusting rooms

Wiping door knobs, handrails

Scrubbing hallways

Wiping walls down

Washing countertops and tables

Washing windows

Vacuuming carpets, doormats

Buffing floors

Cleaning up after sick children

Monthly dusting vents, window blinds, univents, vending machines, pictures, ceiling fans

Cleaning and emptying pencil sharpeners

Spraying garbage cans as needed

Cleaning around dumpsters

Weekly dusting computers, TVs, locker tops

Cleaning gym

Repairing chairs when necessary for safety

Taking trash to dumpsters

Cleaning light switches

Removing gum from floors

Cleaning floor drains when necessary for safety

Cleaning off graffiti

Emptying dirty diaper pails

Cleaning up body fluids

Moving classrooms

Reporting major repairs to the head custodian

Dusting and moping stage

Straightening desks and chairs as necessary for required cleaning

Wet moping bleachers and gym floor

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Removing signs, posters, tape  
Moving furniture  
Scrubbing bus bays that mechanics use daily (Service Center)  
Helping train new custodians

**Assure a safe and secure school environment BY:**

Wearing walkie-talkie and/or pager  
Helping manage crowd control—public and students and remove students from certain areas  
Securing building  
Setting alarm  
Responding to fire alarm panel  
Contacting proper people in case of emergency  
Putting up gates in building to restrict night access  
Making sure emergency doors are closed and locked

**Maintain a clean and healthy personal care environment BY:**

Fixing mop water specifically for restrooms  
Wiping restroom stalls  
Disinfecting restroom water fountains  
Wiping out sinks  
Unstopping toilets  
Checking restroom personal boxes  
Disinfecting restroom toilets, urinals, sinks

**Prepare daily for the efficient use of time BY:**

Getting cart ready for the day – mops, dust rags, spray bottles, sweeper  
Adjusting temperatures in the building  
Gathering supplies to begin working  
Checking equipment wires and plugs for wear  
Checking vacuum equipment to see if bag needs to be changed  
Doing laundry as needed where facilities are provided  
Maintaining custodian closet – clean and stock  
Checking boilers and air compressor

**Assist with team-shared duties as needed BY:**

Salting walkways  
Maintaining scrubber equipment - fill, change pads to brushes and charge machine  
Cleaning equipment used for cleaning  
Setting up for market day  
Picking up the outside of the building  
Taking copy paper to workroom  
Changing filters  
Changing lights  
Removing snow  
Opening gate for buses  
Changing sign board  
Emptying outside trash cans  
Unloading and loading supplies  
Making minor maintenance repairs  
Emptying humidifiers  
Cleaning up from maintenance if there is repair or construction in the classroom  
Replacing ceiling tiles

**Provide clean, safe and healthy eating and food preparation environment BY:**

Moving cafeteria tables/chairs, scrubbing and resetting  
Helping with heavy deliveries to kitchen and cafeteria  
Taking grease out of kitchen  
Cleaning cafeteria kitchen  
Spraying off cafeteria kitchen mats  
Assisting with cafeteria duty  
Setting up and breaking down cafeteria tables  
Spot washing walls as needed

**Respond to the special needs of young learners BY:**

Bringing toys and balls in from the playground  
Cleaning up sand box areas  
Participating in bus duties  
Putting labels on buses so each student can find his or her bus  
Monitoring students as they get on bus  
Taking signs off buses after students get on the bus

**Contribute to public relations and support of the district BY:**

Setting up for concerts and other special events  
Assisting teachers, parents, students and PTA/PTSO as time allows  
Helping train new custodians  
Checking weekly bulletin for activities in evenings  
Providing customer service

**Participate in annual cleaning for better maintained and better appearing public facilities BY:**

Cleaning bugs out of light fixtures  
Blowing out univents and heaters  
Stripping and waxing floors  
Washing furniture, walls and chalkboards/marker boards  
Shampooing carpets  
Cleaning marks off student desks  
Clean inside and outside windows

**Knowledge Required for this Position:**

Public Safety and Security – Knowledge of relevant equipment, policies, procedures and strategies for the protection of people and property  
Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services and customer satisfaction  
Chemistry – Knowledge of the chemical composition, properties, interaction and disposal methods of substances used  
Mechanical – Knowledge of machines and tools, including their uses, repair and maintenance

**Skills and Abilities Required for this Position:**

Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences; to give full attention to what other people are saying asking questions as appropriate and not interrupting at inappropriate times; to understand the speech of another person and to read and understand ideas presented in writing  
Expression – The ability to speak clearly so others can understand; to communicate information and ideas in speaking so others will understand; to communicate information and ideas in writing so others will understand  
Equipment Selection – Determining the kind of tools and equipment needed to do a job  
Equipment Maintenance – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed  
Time Management – Managing one's own time  
Troubleshooting – Determining causes of operating errors and deciding what to do about them  
Repairing – Repairing machines or systems using the needed tools  
Management of Material Resources – Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work  
Strength and Stamina – The ability to lift of up to 50 pounds, to use abdominal and lower back muscles to support the body repeatedly; to exert maximum muscle force to lift, push, pull or carry and to exert physically over long periods of time without getting winded or out of breath  
Flexibility and Coordination – The ability to bend, stretch, twist or reach with body, arms and/or legs and to coordinate movement of arms, legs and torso while standing, sitting or lying down  
Selective Attention – The ability to concentrate on a task over time without being distracted  
Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong  
Visual Sensitivity – The ability to match or detect differences between colors, shades and brightness; to judge which of several objects is closer or farther away; to judge distance to an object and to see objects to the side when eyes are looking ahead

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Hearing Sensitivity – The ability to detect or tell the differences between sounds that vary in pitch and/or loudness

## **Essential Qualifications for this Work Context**

This job involves work activities that include practical, hands-on problems and solutions and does not involve a lot of paperwork or working closely with others.

A high school diploma or equivalent is required

This job requires –

Considerable time standing

Occasional exposure to contaminants such as pollutants, gasses, dust or odors

Regular use of the hands to handle, control or feel objects, tools or controls

Regular body bending or twisting

Regular contact with others (face-to-face, telephone, otherwise)

Daily use of common protective or safety equipment -- glasses, gloves, etc.

Considerable time making repetitive motions

Daily work as a member of a group or team

Regular work with external customers

Occasional climbing of a ladder or scaffold

Work styles important to this job –

Dependable (reliable, responsible, dependable and fulfilling obligations)

Self control (maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior even in difficult situations)

Attention to detail (careful about detail and thorough in completing work tasks)

Cooperation (pleasant to others on the job and a good-natured, cooperative attitude)

Concern for others (sensitive to others' needs and feelings and being understanding and helpful on the job)

Independence (working with little or supervision, getting things done)

Integrity (honest and ethical)

Adaptable and flexible (open to change and considerable variety in the workplace)

Initiative (willing to take on responsibilities and challenges)

*Approved by Committee: 2/08*