

POSTING

LAKOTA LOCAL SCHOOL DISTRICT
Human Resources Office

TO: All Support Staff Members
FROM: Human Resources
DATE: October 2, 2025

We are now accepting applications for the position of **Custodian – Third Shift (1 FTE)**

Location: West High School

Schedule: 8 hours per night, 5 nights per week

Date of Employment: ASAP

Contract Days: 260 days based on a school year calendar.

Salary: Beginning at a minimum of \$17.88 per hour plus \$.60 per hour differential, based on verified previous years' experience.

Application Process: Current Lakota employees may apply through **3:00pm, October 8, 2025**. Administration will review all applicants who have completed an on-line application at www.lakotaonline.com. Current Lakota employees must create a user account and application in the Butler County Area Application Consortium to apply for these positions.

Deadline to Apply: October 8, 2025

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.

LAKOTA LOCAL SCHOOL DISTRICT JOB DESCRIPTION

Position: Custodian

Department: Buildings and Grounds

Reports to: Manager, Facilities and Operations

Hours: 8 hours per day; 5 days per week

Contract: 260 Days

SUMMARY:

To provide a clean, safe, and hygienic environment that encourages student learning.

MINIMUM EDUCATION:

High School Diploma or GED required.

MINIMUM EXPERIENCE/ESSENTIAL QUALIFICATIONS:

RESPONSIBILITIES:

- Dust mopping tile rooms, halls, stairs, stage, and elevator
- Mopping cafeteria and scrub
- Mopping classrooms, bathrooms and halls
- Cleaning clinic, sanitizing counter top and beds, mopping 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 of 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

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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

EMPLOYMENT REQUIREMENTS:

- Work is performed in a school/office environment
- Ability to lift up to 50 lbs. on a routine and ongoing basis
- Bending, Lifting, Twisting and repetitive motion required
- Valid driver's license required
- Ability to utilize automated office equipment
- Willingness to learn throughout the course of employment