POSITION VACANCY
Career Technology Center CUSTODIAN

POSTED: May 28, 2019
REPORTS TO: Custodian Supervisor
APPLICATION DEADLINE: June 18, 2019 (or until filled)
STARTING DATE: Immediately

Description:
The Custodian promotes teamwork and helps other custodians as needed to successfully accomplish delegated duties.

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of personnel within this position. Duties and responsibilities may vary and are dependent on many factors. The Custodian will: *Uphold all Board Policies and administrative procedures and promote a favorable image of the district. *Demonstrate professionalism, contributing to a positive work environment and react positively to changing conditions. *Maintain confidentiality of privileged information. *Coordinate and perform custodial and maintenance duties to protect and preserve the school building, grounds, equipment, and furnishings. *Keep the Custodian Supervisor informed about custodial concerns and emerging issues. *Help other custodians meet established schedules. *Take the initiative to perform routine tasks independently. *Monitor building conditions during work hours, recognizing developing problems or unsafe conditions, reporting immediately. *Respond to building emergencies as requested. *Participate in the preparation and clean-up of activities for building events. *Handle unexpected situations such as spills, broken glass, etc. *Clean, move, arrange furnishings, supplies, and equipment as directed. *Organize, store, and monitor inventories of supplies. *Comply with safety regulations and environmental laws, ensuring that custodial supplies are labeled/stored safely, and maintain MSDS inventory. *Promptly document any and all injuries. *Assist with building security. *Assist rental groups as directed. *Secure buildings at the end of the work day. *Must be able to lift 70 pounds. *Maintain good attendance and punctuality. *Perform other job related duties as directed. Duties may require bending, climbing, lifting, carrying, balancing, crouching, kneeling, reaching, standing, working at various heights, operation of motor vehicles, and exposure to adverse weather and building conditions.

Qualifications:
• Possess high school diploma or GED
• Post-secondary training in a trade is desirable
• Demonstrate professionalism and acceptable attendance history
• Custodial experience is desirable, with safety regulation and environmental knowledge
• Excellent planning, organizational skills and strong oral and written communication skills
• Ability to work collaboratively with administration, teachers, students, support personnel, and the public
• Complies with drug-free workplace rules and board policies and meets all mandated health and background screening requirements

SALARY & CONTRACT: Placement on the Springfield-Clark CTC Classified Salary Schedule and Benefits Package, based upon education and experience. Contract consists of 260 days

APPLICATION PROCESS: Submit completed application and resume to:
Dave Saunders
Springfield-Clark Career Technology Center
1901 Selma Road, Springfield, OH 45505
Phone 937.325.7368, Ext. 159

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