



# Austintown Local Schools

<b>JobTitle:</b>	<b>Custodian</b>	<b>Category:</b>	OAPSE-Classified
<b>Location:</b>	All District Buildings	<b>Contracted Days:</b>	12-month; 8 hours
<b>Reports to:</b>	Facilities & Operations Supervisor and Building Administrator		
<b>General Qualifications</b>			
<ul style="list-style-type: none"><li>• Favorable BCI/FBI background checks.</li><li>• Complies with drug free workplace rules and board policies.</li><li>• High school diploma or its equivalent.</li><li>• Successful completion of related skills test</li><li>• Valid Ohio Driver's License</li></ul>			
<b>Job Specific Qualifications</b>			
<ul style="list-style-type: none"><li>• Ability to meet and work effectively with the public</li><li>• Ability to maintain effective working relationships with all employees</li><li>• Serves as a role model for students</li><li>• Knowledge of school procedures and school district procedures</li><li>• Excellent organizational skills; ability to prioritize tasks</li><li>• Effective oral and verbal communication skills</li><li>• Ability to improvise and work through uncertainties</li><li>• Leadership skills</li><li>• Excellent problem-solving skills</li><li>• Ability to work effectively with diverse populations</li><li>• Remains free of any alcohol or non-prescribed controlled substance in the workplace</li><li>• Knowledge of building maintenance and cleaning procedures</li><li>• Ability and experience in commercial cleaning and the operation of commercial cleaning equipment</li><li>• Ability to complete maintenance tasks, as required</li><li>• Ability to work a flexible schedule if necessary</li><li>• Possess basic computer/technology skills</li><li>• Ability to interact positively with a diverse population of students and adults</li><li>• Ability to perform essential duties with little supervision</li></ul>			
<b>Job Responsibilities and Duties</b>			
<p><b>Responsibilities and Essential Functions:</b> Includes some or all of the following depending on assignment. See Building Administrator and Facilities &amp; Operations Supervisor for a detailed list of duties and assigned areas.</p> <ul style="list-style-type: none"><li>• Responsible for the upkeep, maintenance, security and safety of the building &amp; grounds</li><li>• Perform a variety of assignments related to building and equipment maintenance including but not limited to electrical, plumbing, HVAC, locksmithing, carpentry, and painting</li><li>• Execute seasonal grounds keeping duties including assigned snow removal</li><li>• Ensure the building and premises is clean and safe at all times</li><li>• Organize and implement preparations for special events and after school activities</li><li>• Perform preventative maintenance on equipment</li><li>• Regulate ventilation, heating, and air conditioning equipment to maintain the proper ventilation, temperature, and humidity throughout the building</li><li>• Clean and maintain all assigned workspaces and equipment</li><li>• Perform routine maintenance and repairs of building, equipment, and grounds</li><li>• Understand and follow safety procedures as provided by the district</li></ul>			



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- Arrange furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities, and special events
- Attend in-service training related to the position for the purpose of receiving information on new and/or improved procedures and implement practices to protect self and the environment
- Clean assigned school facilities (e.g. classrooms, offices, restrooms, multipurpose rooms, grounds, etc.) maintaining a sanitary, safe and attractive environment
- Evaluate situations (e.g. involving staff, students, parents, the public, etc.) and take appropriate action and/or notify appropriate administration for resolution
- Inspect school facilities to ensure the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identify necessary repairs
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) to ensure the availability of items required to properly maintain facilities
- Repair furniture and equipment as may be required (e.g. faucets, toilets, light fixtures, etc.) to ensure items are available and in safe working condition
- Respond to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, etc.) by taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment
- Secure facilities and grounds
- In the absence of the building administrator(s) and/or head custodian, may act as a representative of the board of education by receiving vendors and ensuring that the proper permits have been issued, and the vendors comply with the permits
- Perform all activities that are custodial in nature and deemed appropriate by the Administration
- Perform all other duties as required and assigned by the Principal, Facilities & Operations Supervisor, Superintendent or designee.

## **Abilities Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance.
- Completes paperwork accurately. Verifies and correctly enters data.

## **Working Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require use of machinery and equipment.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.



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## Performance Evaluation:

Job performance is evaluated according to the policy provisions adopted by the Austintown Local School District Board of Education and the Master Agreement.

The Austintown Local School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

*No portion of this job description shall supersede the Master Agreement between the Austintown Education Association and the Austintown Local School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either part*

Last Updated

March 2022