

Boardman Local Schools
Classified Job Description

Night Custodian – High School Building Operations

Reports to:	Head Building Custodian, Asst. Head Bldg. Custodian, Supervisor of Building and Grounds, Building Principal
Evaluate by:	Supervisor Building and Grounds
Employment Status:	261 Days – 8 hrs
FLSA Status:	Non-Exempt
Description:	The Night Building Operations Custodian is responsible for the night operations of the school plant, facilities and evening activities during the school year. The Night Building Operations Custodian may supervise and assist the work of one or more custodians, cleaning staff (caretakers) or student helpers and assume the responsibility for their work. It is also the Night Building Operations Custodian's function to help create and maintain "Espirit DeCorps" among the workers and to provide a safe, clean, environment for the students, staff and the public. Time schedules shall be determined by the Supervisor of Buildings & Grounds.

Note: The following lists are not ranked in order of importance.

A. Qualifications:

1. Good physical condition
2. Pleasing personality
3. Must be well mannered, courteous and use diplomacy while performing duties
4. Maintain dress and appearance fitting to the responsibilities within the Boardman School System
5. Must be of good character and morally above reproach in conduct and contact with teachers, administrators and students of all ages
6. High School graduate or equivalent in experience or training
7. Alternative to the above qualifications as the Superintendent and/or Board of Education may find appropriate
8. Ability to maintain a flexible time schedule
9. Should acquire boiler operator's license
10. One or two years of related experience
11. All non-licensed school employees must submit fingerprints for both the BCI and FBI background checks. The checks for non-licensed employees must be redone every five years. All employees must have a TB test.

B. Core Functions:

1. Ensure safety of students
2. Promote good safety practices and procedures
3. Use sick, personal, vacation, and professional leaves in accordance with school policy
4. Exhibit consistency in daily work attendance and conforming to work hours (attendance)
5. Exhibit interest and enthusiasm toward work including a willingness to accept suggestions and written rules, and loyalty to the school system (positive attitude)
6. Ability to work harmoniously and cooperatively with others as a team member and follow the appropriate chain of command
7. Exhibit promptness and diligence in the performance of all work related duties
8. Exhibit proper use, care and custody of Board owned equipment, supplies and facilities.

C. Essential Functions:

1. Establish daily work routine to clean and maintain assigned area
2. Responsible for the night operation of boilers and mechanical equipment
3. Responsible for the night operation of building and all night activities

4. During course of job, remain alert for dangerous, hazardous conditions, or items in need of maintenance
5. Responsible for cleanliness of building and for all evening custodians, cleaning staff (caretakers) and student helpers and direct their work in a prompt and efficient manner
6. Assist and/or perform cleaning duties as are necessary or assigned
7. Dispose of all rubbish and trash nightly using compactor or dumpsters
8. Replace light bulbs, fluorescent tubes, and ballasts, floor tile and ceiling tile as needed, etc.
9. Report repair work needs to Head Building Custodian, routine repair work is the responsibility of the Night Custodian
10. Receive, check and store items delivered to the building
11. Act as School District liaison with outside organizations/groups using school facilities
12. Interact in positive manner with staff, students and parents
13. See that the U.S. Flag is lowered and properly stored
14. Clean and disinfect assigned restrooms, e.g. toilets, urinals, lavatories, maintaining toilet paper, soap and towel paper
15. Sweep, vacuum, mop and wax floors, wash walls, glass, mirrors, etc.
16. Secure all entrance doors and overhead doors and windows upon closing the school building each night
17. Clean and maintain custodial equipment tools and materials
18. Set-up equipment and furniture for special events and usage of building for school and community functions
19. Maintain, clean and repair lockers
20. Remove writing on walls and fixtures, remove paper, tape and gum daily
21. Participate in custodial and minor maintenance of entire building
22. Use, measure, and re-label chemicals properly
23. Report to Head Custodian any damaged, broke, loose fixtures and/or equipment
24. Perform seasonal duties such as mowing grass, trimming shrubbery, raking, blowing leaves, shoveling snow, salting, cleaning up litter, and generally maintaining the grounds
25. Make minor carpentry, electrical, plumbing and mechanical repairs, paint rooms, repair equipment, furniture
26. Assemble, install educational equipment when necessary
27. Assist with all other duties as may be assigned by the Head Building Custodian, Principal or Supervisor of Buildings & Grounds
28. Responsible for securing areas, where and when necessary
29. Adjust to various locations and work requirements as needed
30. Assist other custodian personnel with summer cleaning schedule and responsibilities
31. Share responsibility for proper care, cleanliness and up-keep of the facility

D. Other Duties and Responsibilities:

1. Serve as a role model for students
2. Establish and maintain effective working relationships with other employees and building occupants
3. Perform all routine maintenance as required
4. Assist with major repairs as assigned
5. Assist in control of all custodial tools and supplies
6. Assist work crews on assigned tasks
7. Occasional overtime may be requested and expected
8. Make contacts with students, staff and public with tact and diplomacy
9. Maintain respect at all times regarding confidential information
10. Promote good public relations by personal appearance, attitude and conversation
11. Attend meetings and in-services as required
12. Complete all necessary paperwork, including keeping time sheet accurate
13. Follow work routine during school calendar and perform summer and vacation shut-down cleaning according to schedule set by the Head Building Custodian

E. Required Knowledge, Skills, and Abilities:

1. Gain knowledge necessary for the operation and maintenance of low pressure boiler equipment and other mechanical equipment necessary for the operation of the school system

2. Good knowledge of building maintenance and cleaning practices, knowledge of custodial supplies and equipment and the ability to use them economically and efficiently
3. Training in cleaning up and disposing of blood borne pathogens
4. Training in proper care and storage of chemicals e.g. OSHA, AHERA training, etc
5. Knowledge of grounds care
6. Ability to make semi-skilled plumbing, electrical, carpentry and mechanical repairs
7. Ability to work alone with little direction, independently
8. Ability to understand, give and follow oral and written directions
9. Basic computer skills
10. Basic first aid skills
11. Willingness to perform maintenance tasks with dependability and thoroughness
12. Organizational and problem solving skills
13. Ability to read and understand written warnings and labels
14. Knowledge of air compressors/thermostats
15. Working knowledge of assigned building and alarm systems
16. Must be knowledgeable in the correct way to repair a variety of materials
17. Ability to work effective with others
18. Effective, active listening skills

F. Equipment Operated:

Various hand and power tools including, but not limited, to the following:

1. Vacuum cleaners
2. Wet and dry vacuum
3. Floor waxing machines, floor scrubbers, buffers
4. Ladders and scaffolds
5. Snow removal and landscaping equipment
6. Plumbing tools, electrical tools
7. Handcarts, trucks
8. Telephone
9. Wet/dry mops and brooms
10. Lawn mowers/trimmers

G. Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue
2. Frequent requirement to work near moving mechanical parts
3. Occasional requirement to work in high places
4. Occasional exposure to outdoor weather conditions
5. Occasional exposure to dangerous chemicals, toxic or caustic
6. Frequent exposure to loud noises
7. Occasional requirement to work beyond the regular workday
8. Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel and stoop
9. Frequent requirement to lift, carry, push, pull various supplies and equipment up to max 65 lbs. or 300 lbs on wheels
10. Preparedness to come to work on all scheduled workdays, except calamity days, unless otherwise notified
11. Occasional interaction among unruly children
12. Frequent climbing of ladders and stairs
13. Frequent excessive standing, e.g. to perform repairs, etc.
14. Frequent requirements to walk in excess of 2-3 miles per day
15. Frequent repetitive hand motion

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Employee Signature

Date

I have met with and reviewed the above job description with the employee.

Superintendent or designee

Date

Adoption date: