

# Washington Township Schools

8550 Woodfield Crossing Blvd.  
Indianapolis, IN 46240  
P: (317) 845.9400  
F: (317) 205-3385



Washington Township Schools



[www.msdwt.k12.in.us](http://www.msdwt.k12.in.us)



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

If you are applying for this position using an outside job board (i.e. Indeed), please visit our website directly to apply at [www.msdwt.k12.in.us/careers](http://www.msdwt.k12.in.us/careers).

## JOB DETAILS

<b>Job Title</b>	Custodian: Second Shift Lead
<b>Location</b>	J. Everett Light Career Center
<b>Work Schedule</b>	2:30pm – 11:00pm
<b>Calendar Length</b>	12 months/260 working days
<b>FLSA Classification</b>	Hourly
<b>Salary/Hourly Rate</b>	\$21.14/hr (\$43,971 annually)
<b>Benefits</b>	Paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA), life insurance and health, dental and vision offerings. Benefits are effective the 1 <sup>st</sup> of the month following 30 days of employment. Additional benefits information can be found at <a href="https://www.msdwt.k12.in.us/benefits">https://www.msdwt.k12.in.us/benefits</a>

## JOB EXPECTATIONS & REQUIREMENTS

### Position Purpose / Description

The Second Shift Lead Custodian is responsible to the Custodial Manager and/or the Building Administrator in charge of Custodial personnel. Responsibilities include:

- Maintaining proper operation of all mechanical equipment.
- Assigning work and developing work assignment sheets for all evening custodians.
- Training all evening shift custodians and supervising their work to ensure a properly cleaned and maintained building.
- Reporting absences to the Custodial Manager.
- Regular communication with Custodial Manager on employee performance, needed supply orders, maintenance of building and equipment, etc.

- Removing ice and snow from doorways and sidewalks.
- Checking the building security and equipment at least once per day.
- Continually inspecting floors, walls, windows, furniture, equipment, restrooms, and other pertinent areas, to ensure that the entire school facility is at all times properly cleaned, maintained, and in good working order.
- Checking all doors and securing building daily and the end of 2nd shift.
- Other duties as necessary to ensure proper cleanliness, proper maintenance, and proper operation of the school facility.
- Serve as the building contact during 2nd shift hours communicating with the Custodial Manager, Operations Leadership, First Responders/Emergency Personnel, Contractors etc.

The Second Shift Leader is a working supervisor and must carry a share of the cleaning load. Generally, during a regular day, about five hours of the Second Shift Night Leader's time should be used in cleaning activities. The Second Shift Night Leader will use the other three hours on minor maintenance and supervisory duties. On regular days that are not school days, the Second Shift Leader is to work with the crew on heavy cleaning.

#### Knowledge, Skills, and Abilities

- Candidates must be able to work efficiently and effectively at a fast pace and exhibit good attendance. The ability to communicate effectively with various publics including students, parents, teachers, administrators, staff and outside and public agencies is essential. Must be able to supervise, motivate and manage the 2nd shift crew on a daily basis.

#### Education

- All candidates must have a high school diploma and/or its equivalent.

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Very Frequent
Ability to carry 25 pounds	Often
Amount to lift 25 pounds	Often
Amount of force to push/pull up to 25 pounds	Often
Amount of force to push/pull up to 50 pounds	Occasional

PHYSICAL REQUIREMENT	<b>PERCENT OF TIME</b> Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to work at a desk, conference table or in meetings of various configurations	Occasional
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Occasional
Ability to hear and understand speech at normal levels	Occasional
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate job-related equipment	Very Frequent
Ability to reach in all directions	Very Frequent
Climbing	Occasional
Overhead work	Occasional

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.