Washington Township Schools

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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.

JOB DETAILS

Job Title	High School Custodian (Third shift)
Education	High School Diploma or equivalent
Location	North Central High School
Work Schedule	9:00pm – 5:30am (M-F)
Calendar Length	Year-round (260 working days)
FLSA Classification	Hourly, non-exempt
Salary/Hourly Rate	$19.50/hr ($40,560 annually) Additional compensation available for post-secondary education, approved industry certifications, and bilingual proficiency.
Benefits	Paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA), life insurance and health, dental and vision insurance offerings.

JOB EXPECTATIONS & REQUIREMENTS

Position Purpose / Description

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

- Keeping the building and premises, including sidewalks, driveways, and play areas, neat and clean at all times.
- Shoveling, plowing, and sanding walkways, driveways, parking areas and steps as appropriate.
- Sweeping and/or vacuuming classrooms daily and dusting furniture when requested and/or as directed.
- Cleaning corridors after school each day and as needed.
- Scrubbing, hosing down and disinfecting restrooms daily.

- Washing windows on both the inside and outside at least twice each year and as needed.
- Keeping the grounds free from rubbish.
- Performing such yard keeping chores as grass cutting and tree trimming as necessary to maintain the school grounds in a safe and attractive condition.
- Keeping all floors in a clean and attractive condition, and in a good state of preservation.
- Reporting immediately to the Building Foreman any repairs that need attention and/or any damage to school property.
- Performing minor maintenance duties, i.e. changing light bulbs, changing ceiling tiles, etc.
- Moving furniture and/or equipment within buildings as required for various activities and as directed by the Building Foreman.
- Assuming responsibility for the closing of the building each school day. This includes ensuring all doors and windows are secured, and that all lights are off except for those left on for safety reasons.
- Performing other duties as assigned by the Building Foreman and/or the Building Administrator in charge of Custodial personnel.

Knowledge, Skills, and Abilities

Candidate 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.

Education

Candidates must possess a High School Diploma or 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 25pounds	Often
Ability to work at a desk, conference table or in meetings of various configurations	Seldom

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
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	Often
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Seldom
Ability to reach in all directions	Very Frequent
Climbing	Occasional
Overhead work	Very Frequent

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.