

Pioneer Jr. Sr. High School

Job Description: - 2nd Shift Custodian

Location: Pioneer Jr. Sr. High School

Job Summary: Responsible for performing various duties to maintain the clean and professional appearance of the campus

Responsible to: Principal

Hours: Full-time

General Duties/Responsibilities:

Ensure that all campus areas are kept very clean and in proper working order. Clean individual classrooms including vacuuming when needed, sweep and mop. Clean all hallways daily

Follow maintenance/custodial checklist for daily duties.

Ensure all information regarding employees, staff and students is kept confidential.

Address staff and student needs and issues as they arise.

Keep current with campus security policies and procedures.

Participate with other staff in promoting good teamwork.

Recommend measures to improve methods, performance and quality of product or service, and suggest changes in working conditions to increase efficiency.

This list of duties and responsibilities is not intended to be all inclusive and may be expanded to include other responsibilities that management may deem necessary from time to time.

Qualifications:

High School diploma or equivalent required with related experience.

Good verbal and written communications skills.

Proficiency with hardware/software relevant to job requirements.

Good organizational skills. Ability to be flexible and change priorities as needed.

Must be able to maintain confidential information.

Essential Job Requirements

Work requires lifting of up to 25 lbs. or more.

Ability to be mobile up to 8 hours per day.

Ability to perform simple grasping, pushing, and pulling (i.e. filing, file drawers). Ability to communicate with staff in a professional manner.

Contact:

Jeff Brooke

Principal

Pioneer Jr. Sr. High School

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