

**WESTERVILLE CITY SCHOOLS
OFFICE OF HUMAN RESOURCES**



JOB DESCRIPTION

POSITION: Custodian – 2nd Shift (Union Position)

LOCATION: Westerville Central HS

WORK SCHEDULE: Classified – 12 Month - 261 Days
2:00 pm – 10:30 pm

REPORTS TO: Custodial Manager and Building Principal

SALARY: \$21.96 per hour plus \$.20 night shift differential during select periods of time
(As determined by supervisor)

POSTING DATE: August 27, 2025 – September 3, 2025 (effective immediately)

JOB SUMMARY: A custodian shall be responsible for the care, cleanliness, safety, and security of his/her assigned areas of the building. This position is responsible to the manager of Custodial Services.

NOTE: The lists below are not ranked in any particular order of importance.

QUALIFICATIONS:

- High School Diploma or Equivalent.

ESSENTIAL FUNCTIONS:

- Police areas
- Dust mop, sweep, wet mop, spray-buff floors, hallways, stairwells
- Vacuum rugs and carpets
- Scrub, clean, and sanitize restroom fixtures and keep restrooms supplied with towels, soap, and other items
- Dust and clean walls, doors, windows, woodwork, and other above surfaces
- Dust, clean, and polish furniture
- Keep simple records and make simple reports
- Police outside areas immediately adjacent to building
- Notify superior of equipment and facilities needing repair or replacement
- Replace accessible light bulbs
- Clean and/or replace air filters
- Other duties as assigned

NON-ESSENTIAL FUNCTIONS:

- Stripping and refinishing floors
- Scrubbing floors with machines
- Vacuuming furniture and drapes
- Window washing
- Wall washing
- Light fixture vacuuming and washing
- Waste receptacle washing

- Snow-shoveling – immediate entryway areas and sidewalks as needed
- Carpet shampooing
- Check playground equipment to ensure safety for children
- Other duties as assigned

EXPECTATIONS:

- Mechanical aptitude to do minor repairs
- Good mechanical dexterity
- Experience in the care and maintenance of various kinds of floor surfaces and coverings and other general cleaning
- Working knowledge of power cleaning equipment
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
- Physical ability to do manual labor and ladder use
- Interpersonal skills
- Generally good health

OTHER CONDITIONS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

TERMS OF EMPLOYMENT:

Work calendar, salary, and benefits established by Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on Evaluation of Professional Personnel

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 employee. The employee will be required to follow instructions and perform duties required by the employee's supervisor(s). All staff shall serve as role models for students in how to conduct themselves as citizens and as responsible, intelligent human beings. All staff are expected to comply fully with the Ohio Department of Education and Workforce Code of Conduct for educators. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse or prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Westerville City School District is an Equal Opportunity Employer and complies with all State and Federal Regulations regarding employment.

Revised April 2025