Tyler County Schools
P.O. Box 25
Middlebourne, WV 26149

Substitute Custodians
Posting Reference: #75620.1

POSITIONS: **Multiple positions will be available to qualified individuals who attend training, pass required competency tests.**

LOCATIONS: **All Board Facilities**

POSTING DATE: **November 13, 2026**

APPLICATION DEADLINE: **December 3, 2026 at 11:59 p.m.**

QUALIFICATIONS:

1. Possess at least a high school diploma or GED Certificate.
2. Experience and / or working knowledge of building cleaning methods, materials, equipment, and security services highly desired.
3. Awareness of the importance of fire safety and safe work practices influence the care and cleaning of the buildings and grounds.
4. Ability to operate heating and cooling systems.
5. Have some familiarity with basic repair and maintenance tools and methods.
6. Have sufficient physical strength, stamina, dexterity, and ability to do manual work.
7. Be available for on-call work at least 75 out of 100 calls, or work 75% of the times called.
8. Pass approved WV Service Personnel Competency Tests for Custodian I, II, III, and IV, both written and performance.

RESPONSIBILITIES: See the attached job description.

BENEFITS: None

SPECIALIZED TRAINING: **Testing will be scheduled at Tyler County Board of Education and candidates will be contacted with details.**

TERMS OF EMPLOYMENT: Seeking additional substitutes immediately.
Work schedule is on an as-needed basis.

COMPENSATION: Per Tyler County Schools Salary Schedule

DIRECTIONS TO APPLY THROUGH OUR DISTRICT WEBSITE:

1. Go to http://www.tylercountypublicschools.com
2. Go to Employment
3. Find the position you are interested in and click the red apply button.
4. All Tyler County positions are posted and applied for on Frontline

PROCEDURES FOR APPLICATION FOR CLASSIFIED SERVICE PERSONNEL POSITIONS:

Send all listed application materials to:

Tricia Feldmeier, Director of Human Resources
Tyler County Schools
P.O. Box 25
Middlebourne, WV 26149

Email patricia.feldmeier@k12.wv.us

Documents and certifications required to be submitted by the Deadline for Application shown on the posting are:

- Complete application and supplemental documents as provided and requested by the Tyler County School District in their application packet. Applications are available online; however, a complete packet will be mailed at the applicant's request. Documents to be provided by the deadline stated in the posting for consideration for employment are:

    1. A Bid Form for Classified Service Personnel Vacancies
    2. The four-page application
    3. A "Disclosure of Background Information" form
    4. A copy of your high school diploma and a transcript showing your date of graduation from high school, or acquisition of a GED.
    5. Three (3) letters of reference provided using the form in the application packet and provided online.

SCHOOL CUSTODIAN

Primary Duties and Tasks Performed

GENERAL DUTIES:

1. Dust, clean, and polish fixtures, woodwork, and equipment.

2. Wash windows and clean blinds.

3. Clean restrooms and replenish supplies.

4. Sweep, mop, wax, and polish floors, stairs, corridors, and courts using brooms, mops, and buffers.

5. Clean rugs and carpets with vacuum cleaner.

6. Wash and disinfect lunch tabletops daily

7. Dispose of trash and waste materials.

8. Clean doors, door facings, and walls with disinfectant.

9 Assist in moving equipment.

10. Check and replace light bulbs.

11. Sweep the sidewalks around buildings.

12. Shelve and store supplies.

13. Cut and trim grass and shrubbery during season.

Perform other job-related work as assigned by the building principal.

DUTY A: Maintaining Heating and Cooling System

TASKS:

1. Adjust Thermostat
2. Check steam pressure level
3. Dust heating/cooling system in rooms

DUTY B: Performing Supportive Duties

TASKS:

1. Assign work to others if designated by supervisor
2. Communicate by telephone (work related)
3. Demonstrate to new employees how to use equipment and materials
4. Display Flag (State and Country)
5. Fly Flag at half-staff as directed
6. Inventory supplies
7. Report safety hazards on campus
8. List repairs needed
9. Store equipment
10. Write notes and memos as needed
11. Order supplies
12. Cut grass and trim grass and shrubbery as directed by the principal during season

DUTY C: Cleaning Surfaces

TASKS:

1. Clean manufactured surfaces
2. Clean painted surfaces
3. Clean porcelain surfaces
4. Clean wood surfaces
5. Dust walls and ceilings
6. Remove cobwebs
7. Wash walls

DUTY D: Performing Minor Repairs and Maintaining Equipment

TASKS:

1. Clean buffing machine
2. Clean wet/dry vacuum
3. Empty and clean carpet vacuum
4. Replace fluorescent bulbs/tubes and incandescent bulbs
5. Spot paint (graffiti)
6. Tighten loose furniture components
7. Treat dust mops and dust cloths
8. Unclog drains

DUTY E: Cleaning Uncarpeted Floors

TASKS:

1. Apply floor sealer
2. Apply floor wax
3. Burnish wax with buffer
4. Clean tile floors
5. Clean baseboard molding
6. Damp mop uncarpeted floors
7. Dust mop uncarpeted floors
8. Buff high-gloss floor surfaces
9. Remove gum from floor by hand scraper
10. Remove marks from floor using buffer
11. Remove water from floor using wet/dry vacuum
12. Scrub floors by hand
13. Scrub floors by using buffer
14. Strip floor wax using scrubbing machine
15. Sweep uncarpeted floors
16. Vacuum carpeted surfaces
17. Spray-buff terrazzo floors
18. Wet mop uncarpeted floors

DUTY F: Servicing Carpeted Areas

TASKS:

1. Remove gum from carpet
2. Pre-treat spots and clean carpet
3. Sweep carpet by hand
4. Vacuum carpet

DUTY G: Mowing and trimming grass and trimming shrubbery

TASKS:

1. Perform routine maintenance on power lawn tools
2. Cut and trim grass and weeds on the campus of Tyler Consolidated Schools including athletic fields.
3. Prune shrubbery to improve appearance and growth potential
4. Remove clippings from parking areas, sidewalks, and stairs
5. Clean equipment after each use.

TERM OF EMPLOYMENT:	As needed at the discretion of the Tyler County Board of Education.
EVALUATION:	Performance will be evaluated as necessary throughout the employment term.
SALARY:	Per Tyler county School' Salary Schedule..