

LOGAN COUNTY SCHOOLS

AN EQUAL OPPORTUNITY EMPLOYER

No person in the United States shall, on the grounds of race, color, religion, national origin, gender, age or disability shall be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Eric Ellis, Title IX Coordinator, 250 Holly Avenue, Logan, WV 25601

VACANCY BULLETIN

Job Posting: 2026-109

Posting Dates: October 16 – 22, 2025

Position: Custodian

Starting Time: 12:00 p.m. – 7:30 p.m.

Location: Logan Middle School

Salary Range: C Pay Grade; Paid Sick Leave, Retirement Plan, Life Insurance, Health Insurance Optional Dental, Vision
<https://5il.co/2c7dg>

Evaluated By: Principal or Designee

Job Description:

1. Perform duties that relate to the appearance, repair, and general care of school grounds in the school system.
2. Must be able to lift at least fifty (50) pounds throughout the work shift.
3. Operate the heating and cooling system and make minor repairs
4. Keep buildings and grounds clean and free of refuse
5. Ensure the care, maintenance, protection, and preservation of the buildings, its contents, and the school grounds
6. Conduct himself/herself in such a manner to have a wholesome influence on pupils
7. Perform necessary repairs/replacements as assigned and perform in emergencies as needed
8. The custodian shall be neatly dressed and shall maintain a high standard of personal cleanliness.
9. He/She shall refrain from the use of objectionable language and shall be tactful, congenial, and courteous in his/her contacts with pupils, teachers, co-workers, and the general public.
10. While on duty, he/she shall refrain from the use of tobacco.
11. Appearing on duty with the odor of liquor on his/her breath or the use of intoxicating liquor or drugs while on the job are grounds for immediate dismissal from employment.
12. Whenever a custodian finds out that he/she is unable to be on the job, the building principal shall be notified at the earliest moment.
13. The custodian shall not leave his/her work assignment during working hours unless the absence has been approved by the building principal
14. The custodian shall have general supervision of and be directly responsible for the care, maintenance, protection, and preservation of his/her school building and the contents thereof. He/She will move, replace and dispose of furniture and equipment, as needed.
15. The custodian shall see that the building and grounds are at all times maintained in a satisfactory condition for the school use and occupancy.
16. Other job-related duties as may be assigned by supervisor.

Qualifications:

- High School Diploma or Equivalent - **NOT REQUIRED**. If held, please provide.
- Passed the State Competency Test and County Level Performance Test for this classification
- Ability to climb ladders and stairs as needed
- Ability to communicate - read writes and follows written instructions.
- Good health with average agility and dexterity which may require heavy lifting on average 50 lbs.
- Possess an understanding of heating and cooling systems sufficient to make minor repairs, clean filters, etc.

Length of Employment: 205 days

Responsibilities: As Assigned

Effective Employment Date: To Be Determined

Disclaimer: Incomplete and/or inaccurate bid sheets will not be considered.