

Riverside Local School District
Job Postings/Vacancies
For the 2021 – 2022 School Year
(Due to Transfer)

Date: October 18, 2021

Title: **12-Month Morning Custodian (AM)**
5:00 A.M. – 1:30 P.M. (Monday through Friday)

Responsibilities
and Skills
Required:

Please refer to attached Job Description.

Reports to: Director of Maintenance / Building Principal

Terms of
Employment:

Initial contract one year; additional employment in compliance with Article XVII of the negotiated agreement between the Riverside Local Board of Education and O.A.P.S.E. LOCAL #374 and O.R.C. Section 3319.081 (A).

Funding: General Fund, Custodial Minimum \$16.05 - Step 0.

Limitations:

As listed in the Riverside Local School District Policy Section 4120, Employment of Non-Teaching Personnel, 4124 Employment Contract, and Articles X, XVII, and XXX of the Agreement between the Riverside Local Board of Education and O.A.P.S.E. Local #374. Please consult relevant negotiated agreement for other applicable limitations.

All requests for consideration should be sent to Mrs. Mallory Aliff (Mallory.Aliff@riversideschools.net) and Mr. Rich Arlesic (Rich.Arlesic@riversideschools.net) by 4:00 p.m. October 22, 2021.

M. Aliff
10/18/2021
10:05 AM

Job Description Duties and Responsibilities

Position: **Day Custodian**
Responsible to: Maintenance Director / Building Principal
Evaluated by: Maintenance Director / Building Principal
Hours: 5:00 A.M. – 1:30 P.M.

Performance Responsibilities

1. Unlock entrances - relock after school begins
2. Daily building inspection
 - General appearance
 - Light Bulbs, ceiling tiles
 - Mop entrances as needed
 - Dust mop corridors when needed
3. Maintain locks and lockers where applicable
4. Check room temperatures as needed
5. Kitchen - Empty trash during lunch periods
6. Snow removal
 - Maintain sidewalks, entrances - shovel and salt
7. Submit requests for needed maintenance work
8. Check emails, district calendars and follow through on requests, set ups, etc.
9. Other duties as assigned by Director or Building Principal
10. Assist building administration during crises/emergency situations.
11. Show respect at all times in appearance, language and actions to Principal, teachers, students and patrons.
12. Responsible to help instill in students the belief in and practice of ethical principles and democratic values by serving as role model.
13. Provides critical analysis as needed.
14. Generates written work-product as needed.
15. Reports misconduct or violations of policy or procedure.
16. Must not disrupt the proper functioning of your position or department.
17. Must not undermine the authority of coworkers, supervisors, or superiors.
18. Must maintain close working relationships with coworkers, supervisors, and superiors.
19. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
20. Must ensure that all applicable laws and regulations are followed. In the event the employee becomes aware of any non-compliance by the District or other staff, the employee is to report such to his/her immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

21. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Riverside Local School District.
22. Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
23. Must instill in students the belief in and practice of ethical principles and democratic values.

Please review this job description, then sign and date one copy and return to your supervisor to be kept on file at the central office.