

Riverside Local School District
Job Postings/Vacancies
For the 2022 – 2023 School Year
(Due to Retirement)

Date: November 21, 2022

Title: **12-Month Evening Custodian – Anticipated**
Melridge Elementary
2:00 PM – 10:30 PM (Monday through Friday)

Responsibilities
and Skills
Required:

Please refer to attached Job Description.

Reports to: Director of Operations, Director of Maintenance, and 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 \$17.14 - 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 Mr. Rich Arlesic (Rich.Arlesic@riversideschools.net) and Mrs. Mallory Aliff (Mallory.Aliff@riversideschools.net) by 4:00 pm on November 30, 2022.

M. Aliff
11/21/2021
11:05 AM

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

Position: **NIGHT CUSTODIAN - Secondary**
Responsible to: Supervisor Buildings and Grounds / Principal
Evaluated by: Supervisor Buildings and Grounds / Principal
Hours: Per Location

Performance Responsibilities

1. Sweep floors, dust furniture and equipment, and clean chalkboards daily, removing all obscene language, pictures and writing.
2. Empty wastebaskets daily, and mop floors in assigned area as needed.
3. Dust door casings, mop boards weekly or as needed.
4. Dust mop corridors in assigned area daily. Dust corridors and remove obscene language, pictures, and writing as needed in assigned area.
5. Wash and disinfect desks in assigned area weekly or as needed. (more often during cold and flu season).
6. Clean and disinfect drinking fountains in assigned area daily.**
7. Clean all glass in assigned area weekly.
 - A. Classroom doors
 - B. Show cases
 - C. Mirrors
8. Scrub and clean toilet rooms and teachers' lounges daily. Disinfect and clean toilet bowls, toilet seats, flush valves, sinks and fixtures daily. Mop and disinfect floors daily.** All toilet room walls shall be kept free of obscene language, pictures and writing.
9. Dust window casings, window sills, and all other surfaces in assigned area weekly. Establish a rotational dusting schedule for assigned area that will allow for this.
10. Make daily report to Day Custodian.
 - A. Broken window shades
 - B. Damaged furniture
 - C. Light bulbs
 - D. Repairs needed in assigned area
11. Regular check on boilers. (when operating)
 - A. Check water level and steam pressure
12. Mop corridors and buff as needed.
13. Sweep and mop entrances daily.**
 - A. Sidewalks – salting and snow removal.
14. Make repair:
 - A. Broken furniture if possible
 - B. Replacement of burned out bulbs (must take place during present shift)
 - C. Maintain and adjust blinds
 - D. Minor plumbing and electrical repairs (as time and ability permit)
15. Report all maintenance repairs to Day Custodian.

16. Responsible for all tools and supplies furnished.
 - A. Keep floor machines and vacuums clean and in working order
 - B. Keep mops and scrub pails clean at all times
 - C. Maintain inventory of tools and supplies
17. Secure building
 - A. Lock all outside doors not later than 5:00 PM.
 - B. Release all panic hardware
 - C. Lock all interior doors upon completion of cleaning
 - D. Insure all windows have been secure
18. Set-up for nightly functions.
19. Maintain building use log.
 - A. Sign groups in and out on log.
 - B. Check area after each use
 - C. Report any problems to the supervisor and the principal
 - D. Provide custodial support as needed
20. Order supplies through the Day Custodian.
21. Stock custodial closets.
22. Fill dispensers as needed; i.e. toilet paper, hand towels, soap, etc.
23. Observe work schedule and assignments, subject to longer hours if CONDITIONS require.
24. Accept assignments in other buildings as the need arises.
25. Attend required safety meetings and training sessions. Responsible to know and maintain both district and state safety policies, procedures and records.
26. Show respect at all times in appearance, language and actions to principal, teachers, pupils and patrons.
27. Assist with summer cleaning and maintenance as directed by supervisor.
28. Perform other custodial related tasks as directed by the supervisor/principal
29. Remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.
30. Responsible to help instill in students the belief in and practice of ethical principles and democratic values by serving as role model.
31. Provides critical analysis as needed.
32. Generates written work-product as needed.
33. Reports misconduct or violations of policy or procedure.
34. Must not disrupt the proper functioning of your position or department.
35. Must not undermine the authority of coworkers, supervisors, or superiors.
36. Must maintain close working relationships with coworkers, supervisors, and superiors.
37. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
38. 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.
39. 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.
40. Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
41. Must instill in students the belief in and practice of ethical principles and democratic values.
42. Respond to emergencies after hours as needed. (minimum one hour pay)

****Must be done daily without exception**