

Riverside Local School District

Job Postings/Vacancies

2024 – 2025 School Year
(Due to Resignation)

Date: October 1, 2024

Title: **12-Month Mid-Day Shift Custodian - LaMuth Middle School**
10:00 a.m. - 6:30 p.m., Monday through Friday
Position starting November 1, 2024

Responsibilities
and Skills

Required: Please refer to attached Job Description(s).

Reports to: 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 \$20.06 - 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 October 7, 2024.

M. Aliff
10/1/2024
9:35 AM

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

Position: **Day Mid-Shift Custodian**
Responsible to: Maintenance Director / Building Principal
Evaluated by: Maintenance Director / Building Principal
Hours: 10:00 am – 6:30 pm; Monday – Friday

Performance Responsibilities

1. Daily building inspection
 - General appearance
 - General repairs - (ballasts, light switches, receptacles)
 - Light Bulbs, ceiling tiles
 - Mop entrances as needed
 - Dust mop corridors when needed
2. Maintain locks and lockers where applicable
3. Kitchen - Empty trash during and after breakfast period and lunch periods
 - Assist with after school cleaning of kitchen and cafeteria
4. Snow removal
 - Maintain sidewalks, entrances - shovel and salt
5. Submit requests for needed maintenance work
6. Maintain rooftops - drains, gutters, etc.
7. Clean bathrooms once school lets out for the day
8. Pull trash at the end of the school day from all offices and classrooms
9. Work with day head custodian and night staff accordingly
10. Replace filters in HVAC as directed
11. Check emails, district calendars and follow through on requests, set ups, etc.
12. Other duties as assigned by Director or Building Principal
13. Assist building administration during crises/emergency situations.
14. Show respect at all times in appearance, language and actions to Principal, teachers, students and patrons.
15. Responsible to help instill in students the belief in and practice of ethical principles and democratic values by serving as role model.
16. Provides critical analysis as needed.
17. Generates written work-product as needed.
18. Reports misconduct or violations of policy or procedure.
19. Must not disrupt the proper functioning of your position or department.
20. Must not undermine the authority of coworkers, supervisors, or superiors.
21. Must maintain close working relationships with coworkers, supervisors, and superiors.
22. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
23. 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.
24. 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.
25. Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
26. Must instill in students the belief in and practice of ethical principles and democratic values.