

**Riverside Local School District
Job Postings/Vacancies**

2024 – 2025 School Year
(Substitutes Needed)

Date: January 9, 2025

Title: **Substitute Night Custodians (PM)**
Work location, schedule, and shift assignments will vary based on need

Responsibilities
and Skills
Required: Please refer to attached Job Description.

Reports to: Director of Maintenance / Building Principal

Terms of
Employment: Substitute contract for based on work days needed for the remainder of the 2024-2025 school 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, Substitute Custodial \$20.06 per hour

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) and by 4:00 p.m. January 15, 2025.

*M. Aliff
1/9/2025
9:50 A.M.*

Job Description Duties and Responsibilities

Position: **NIGHT CUSTODIAN**
Responsible to: **Maintenance Director // Principal**
Evaluated by: **Maintenance Director // Principal**
Hours: ***Substitute schedule and shift assignments will vary based on need**

Performance Responsibilities

1. Empty trash
2. Clean and disinfect restrooms – fill dispensers as needed
3. Maintain floors – mop as needed – spot clean carpet
4. Clean and disinfect drinking fountains
5. Disinfect desktops weekly
6. Dust window sills, locker tops, any area where dust collects
7. Visual check on boilers, leaks, etc.
8. Report to Maintenance office any needed repairs, broken items.
9. Set up for any evening activities
10. Organize, maintain and order supplies for custodial closet(s)
11. Summer cleaning duties as assigned
12. Accept assignments in any building
13. Secure building:
 - Close all windows, lock all interior doors
 - Release all panic hardware
 - Lock all outside doors
 - Set alarm before leaving
14. Attend safety meetings and training sessions.
15. Remove graffiti from desk, walls, etc.
16. Perform other custodial related tasks as assigned by Maintenance Director or Building Principal.
17. Sidewalks – salting and snow removal.

18. Show respect at all times in appearance, language and actions to Principal, teachers, students and patrons.
19. Responsible to help instill in students the belief in and practice of ethical principles and democratic values by serving as role model.
20. Provides critical analysis as needed.
21. Generates written work-product as needed.
22. Reports misconduct or violations of policy or procedure.
23. Must not disrupt the proper functioning of your position or department.
24. Must not undermine the authority of coworkers, supervisors, or superiors.
25. Must maintain close working relationships with coworkers, supervisors, and superiors.
26. Must ensure that official communications are accurate, demonstrate sound judgment, and promote the employer's mission.
27. 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.
28. 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.
29. Must serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
30. Must instill in students the belief in and practice of ethical principles and democratic values.

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