

CLARKSVILLE COMMUNITY SCHOOL CORPORATION

Notice of Vacancy

Evening Custodian

Minimum Qualifications/Requirements:

- High school diploma or equivalent.
- Able to perform a complete range of housekeeping duties without close supervision.
- Establish self-imposed priorities and timelines to finish tasks in a quality and efficient manner.
- Work with other staff members within a team structure.
- Have experience and knowledge of custodian equipment, cleaning chemicals and procedures for floor and carpet care.
- Have the ability to lift and handle at least 50 pounds.
- Demonstrate good work habits, including attendance, punctuality and grooming.
- Ability to work independently and in a collaborative environment.

Essential Functions:

- Dusts, vacuums, washes, mops and/or waxes offices, classrooms, corridors, windows, walls, restrooms, etc., in assigned buildings and designated areas to return them to a clean condition.
- Operates vacuum cleaners, floor scrubbers, waxers, and other clean equipment.
- Prepares cleaning chemicals, using mixing and dilution instructions on products.
- Mops floors and empties trash daily in cafeteria.
- Picks up the outdoor trash and empties trash cans throughout the building as needed.
- Loads and unloads products arriving and leaving the school.
- Shovels snow from sidewalks around the school as needed. Keeps entrances dry.
- Moves supplies/books, etc., when requested by the principals or his/her supervisor.
- Works on special assignments from the facilities director and/or custodial supervisor in the summer months when school is not in session.
- Performs minor repairs such as replacing a floor tile, ceiling tile, repairing a locker jam, replacing a light bulb, or unstopping drains.
- Performs special assignments and other duties as assigned by the principal, facilities director or custodial supervisor.

Applications should be turned in to Rick Jackson, Director of Facilities and Operations:

rjackson@clarksvilleschools.org.

Application can be found online at: clarksvilleschools.org

Date: **October 17, 2018**

It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, limited English proficiency, age or handicapping conditions in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).