

CLARKSVILLE COMMUNITY SCHOOL CORPORATION

Notice of Vacancy

Day Custodian

Minimum Qualifications/Requirements:

- High school diploma or equivalent.
- Provides efficient, quality cleaning tasks for the school building, following established practices, standards, and methods, under the direction of the Facilities Director and Custodial Supervisor
- 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.

Essential Functions:

- Turns on all hallway lights at the beginning of each school day. Prepares school for daily activities. Raises Flag on School Days.
- Provides efficient, quality cleaning tasks for the school building following established practices, standards, and methods under the direction of the Facilities Director and Custodial Supervisor.
- Dusts, vacuums, washes, mops and/or waxes offices, classrooms, corridors, windows, walls, rest rooms, etc., as assigned to return them to a clean condition.
- Operates vacuum cleaners, floor scrubbers, burnishers, and other cleaning equipment.
- Prepares cleaning chemicals, using mixing and dilution instructions on products.
- Mops floors and empties trash cans, cleans tables daily in the cafeteria during and after breakfast and lunch periods. Prepare Cafeteria for next school day.
- Picks up the outdoor trash and empties trash cans throughout the building as needed.
- Shovels snow and ice from sidewalks around the school as needed. Keeps entrances dry.
- Moves furniture, equipment, supplies/books, etc., when requested by the Facilities Director, Custodial Supervisor, Principal or his/her representative.
- Sets up and cleans areas when used for special events.
- Works on special assignments from Facilities Director and Custodial Supervisor in the summer months when school is not in session.
- Keeps Custodial Supply Closets Clean and orderly
- Responsible for ordering supplies for building via Custodial Supervisor
- Use safe work practices and safety equipment when needed, dust mask, gloves etc.
- Assigned to do random restroom checks throughout the day. Clean as needed and report any issues to Facilities Director, Custodial Supervisor or School Dude Work order system.
- Performs minor repairs such as replacing a floor tile, ceiling tile, repairing a locker jam, light painting, replacing light bulbs from six foot ladder, or unstopping drains.
- Other special assignments as may be requested by the Facilities Director, Custodial Supervisor, Building Principal, Athletic Director

Salary: \$10/hour

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: **June 10, 2019**

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).