

**Logan-Hocking School District  
Logan, OH**

**JOB DESCRIPTION**

**Alternative School And Green Modulars**

**Title:** Custodian – Night Shift

**Qualifications:** This position requires that the person:

1. Have a thorough knowledge of approved cleaning procedures and the care of school buildings and grounds.
2. Be able to make minor repairs as needed.
3. Be able to conduct themselves properly around students and the general public.
4. Be in proper physical condition to perform the regular duties, plus be able to climb and lift as needed.

**Reports To:** Building Administrator's in cooperation with the Supervisor of Building and Grounds.

**Contract Status:** 12 month

**Time Schedule:**

**Alternative School 4:30 – 7:00 P.M.  
Fifteen (15) Minute travel time to Green  
Green Elementary 7:15 – 8:15 P.M.**

**Breaks – 6:00 P.M. – 6:10 P.M.**

- I. General Duties for Alternative School and Green Modulars include:
  - a. Care of the building.
  - b. Cleanliness and sanitation of building.
  - c. Economical and efficient use of supplies and the inventory of supplies and equipment.
  - d. Safety and health of pupils and teachers.
  - e. Removal of all fire hazards.
  - f. Obtaining permission of building Principal before leaving building during working hours.
  - g. Exhibiting good public relations.
  - h. Cooperating with Building Principal and Supervisor of Buildings and Grounds.
  - i. Keeping incidental items in repair.
  - j. Taking care of all emergencies and minor repairs.
  
  - k. Being available when activities are held in the building.
  - l. Performing duties aside from routine, which may need attention.

- m. Cleaning windows.
- n. Keeping outside area clean.
- o. Maintaining a clean and neat custodial storage area.
- p. Other duties as assigned by the Building Principal and Supervisor of Buildings and Grounds.

## II. **Specific Duties Include:**

### A. Alternative School:

- 1. Classrooms, Library and Offices-
  - a. Empty all trash containers.
  - b. Clean chalkboards.
  - c. Empty trash daily.
  - d. Vacuum carpet.
  - e. Dust windowsills and horizontal surfaces.
- 2. Hallways-
  - a. Dust mop hallways daily.
  - b. Wet mop and dust horizontal areas weekly.
- 3. Restrooms-
  - a. Clean fixtures daily.
  - b. Mop floors with disinfectant daily.
  - c. Empty trash daily.
  - d. Restock paper products.
  - e. Refill soap dispensers.
- 4. Multipurpose Room/Kitchen-
  - a. Clean cafeteria tables
  - b. Dust and mop floor daily, spot mop as needed.
  - c. Mop floor with disinfectant weekly.
- 5. Outside Area-
  - a. Mow grass and trim weekly.
  - b. Keep sidewalks and steps clean.
  - c. Police entire site for trash.

### B. Green Elementary-

- 1. Clean four (4) modular classrooms at each school.
  - a. Empty all trash containers.
  - b. Clean chalkboards.
  - c. Empty pencil sharpeners.
  - d. Dust windowsills and horizontal surfaces.
  - e. Vacuum carpet.

Note: This job description as provided herein, does not purport to be an exhaustive list of duties, but rather indicates a set of responsibilities, which may require the performance of related but unspecified tasks and duties.

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