



Tecumseh Local Schools

9760 West National Road
New Carlisle, Ohio 45344
(937) 845-3576

Paula Crew
Superintendent

Denise L. Robinson
Treasurer

ANNOUNCEMENT OF VACANCY FOR THE 2024-2025 SCHOOL YEAR EXTERNAL POSTING

Custodian at Tecumseh High School - 2nd Shift

<u>Posting Date</u>	<u>Application Deadline</u>	<u>Beginning Date</u>
March 27, 2025 11:00 a.m.	Until Filled	ASAP

Qualifications: High School Diploma or equivalent;
Willingness to work and assume responsibility;
Ability to lift, carry and move work-related supplies/equipment;
Electrical and plumbing experience preferred;
Knowledge of building systems (HVAC, fire suppression, security, communication, etc.);
Ability to read, understand and comply with Material Safety Data Sheets (MSDS);
Ability to keep current with technology and other workplace innovations;
General knowledge of cleaning procedures and materials;
Complies with drug-free workplace rules, board policies and administrative guidelines/procedures;
Must pass BCI/FBI Criminal Background Check;
High moral character, dependability, patience, sense of humor, flexibility, cooperation, and compassion.

Required Application Materials: Letter of interest;
Current Resume;
District classified application form;
Signed criminal history check authorization form; and
Signed release of employment information authorization form.

*Each of the above application requirements is important in establishing a complete file on all applicants and only applicants with complete files will be considered for interviews.
Internal applicants need only submit letter of interest and current resume.*

Mail or deliver the requested materials to: Mrs. Paula Crew, Superintendent
9760 W National Road, New Carlisle, Ohio 45344
Phone: 937-845-3576
Email: paula.crew@tecumsehlocal.org

The Tecumseh Local School District is an Equal Opportunity Employer

Learning for All ~ Whatever it Takes!

TECUMSEH LOCAL SCHOOL DISTRICT
JOB DESCRIPTION

Title:	CUSTODIAN	File 602
Reports to:	Principal, Assistant Principal, Director, Head Custodian, Assistant Superintendent, and Superintendent	
Job Objective:	Performs custodial duties to protect and preserve buildings, grounds, equipment, and furnishings.	
Minimum Qualifications:	<ul style="list-style-type: none">• High school diploma or GED. Post-secondary training in a trade is desirable.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules and board policies.• Keeps current with technology and other workplace innovations that support job functions.• Skill/experience in boiler operations, preventive maintenance, and basic repair procedures.• Knowledge about building systems (e.g., HVAC, fire suppression, security, communication, etc.).• Ability to read, understand, and comply with Material Safety Data Sheets (MSDS).	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Performs custodial duties. Takes the initiative to perform routine tasks independently.• Keeps the maintenance supervisor and/or head custodian informed about emerging issues.• Upholds board policies and follows administrative guidelines/procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.• Provides for the regular and orderly removal of trash. Washes, strips, and waxes floors. Sanitizes and re-supplies toilet rooms. Cleans furniture, fixtures, walls, and windows.• Assists the food service department with kitchen and cafeteria housekeeping duties including refuge removal.• Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.• Cleans, moves, and arranges furnishings, supplies, and equipment as directed.• Performs minor repairs. Avoids disrupting routine work schedules and building activities except during emergencies.• Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.• Monitors, regulates, and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities, and/or shutdown.• Performs routine grounds keeping activities (e.g., mows grass, trims trees/shrubs, etc.).• Maintains playground areas and equipment as directed.• Assists with snow removal operations as directed.• Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).• Documents all injuries that require medical attention.• Prepares and submits reports, records, and inventories as directed.• Picks-up and delivers equipment, materials, and other supplies as directed.• Checks daily schedule to find out if a school activity requires preparation or clean up.• Assists other staff as needed to deal with time constraints and unexpected or urgent situations.• Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.).• Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.• Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are opened and secured at the end of the day. Responds to emergencies as needed.• Helps manage district security. Assists rental groups as directed. Directs visitors to the office.	

- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.
- Occasionally covers after-school or weekend events as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, working at various heights, and in confined spaces.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.
- Duties may require additional hours to cover after-school or weekend events.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Tecumseh Local School District Board of Education.

The Tecumseh Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

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