

**PERRY LOCAL SCHOOLS
NOTICE TO EMPLOYEES OF A POSITION WHICH IS OPEN
EXTERNAL POSTING**

POSITION	LOCATION	REPORT TO	START DATE
Afternoon Custodian 260 day contract, 8 hours per day 2:30 PM-11:00 PM	Perry High School	Building Principal	October 25, 2018

Minimum

· High school diploma or GED. Job skills verified by training and/or work experience.

Qualifications:

- Maintenance skills and specialized equipment operator certifications are advantageous.
- Available to work a non-traditional schedule and irregular hours when required.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.

Physical Demands: Duties may require lifting/moving materials weighing up to fifty (50) pounds and working as part of a team to manage heavier items. Job responsibilities require operating power equipment, using hand tools and working from ladders, scaffolds or mechanical lifts.

NOTE: Successful completion of annual continuing education/on-line training is required.

Essential Functions:

- 1. Uses technical and manual skill to maintain the appearance and cleanliness of district property. Helps maintain buildings, equipment and grounds under the guidance of the maintenance department.**
 - Diligently attends to job details. Pursues quality work results. Checks completed tasks to ensure compliance with district specifications. Develops effective solutions for work-related problems.
 - Checks daily schedule to find out if an activity requires preparation or clean up.
 - Requests timely replacement of essential supplies to avoid work interruptions.
 - Cleans assigned areas. Dry mops/washes floors. Cleans furniture, fixtures, walls and windows. Provides regular/orderly removal of trash. Moves furnishings, supplies and equipment as directed. Cleans lockers. Replaces light bulbs. Cleans, sanitizes and re-supplies toilet rooms. Cleans glass, display cases, etc. Cleans/sanitizes handrails, drinking fountains, etc. Vacuums carpets. Spot cleans stains. Cleans carpets, floor mats and runners. Strips, waxes and buffs tile floors.
 - Performs basic mechanical, electrical, glazing, painting, plastering, plumbing, carpentry and masonry duties when requested.
 - Monitors conditions that may affect building operations (i.e., electrical/mechanical equipment, heating, A/C, lights, plumbing, structural components, ventilation, water leaks, etc.). Identifies problems and undertakes corrective action commensurate with skill level.
 - Assists district maintenance personnel with repairs as directed.
 - Helps prepare equipment for annual inspections, maintenance activities and/or shutdown.
 - Performs preventive maintenance services (e.g., lubricates fittings, replaces filters, adjusts/replaces belts, changes oil, etc.).
 - Complies with Material Safety Data Sheet (MSDS) information. Seeks advice when uncertain about product use, storage or disposal procedures. Follows health and safety regulations to clean up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.
 - Clears snow/ice from walkways and entrances. Assists with snow removal operations as directed.
 - Assists with the receipt of deliveries.
 - Maintains outside grounds (e.g., mows grass, applies weed control, trims shrubs, etc.). Maintains playground equipment.
 - Clears snow/ice from walkways and entrances. Assists with snow removal operations as directed.
 - Promptly reports work-related injuries to a supervisor.
 - Monitors building security. Assists community groups as directed. Directs visitors to the office.
 - Protects district property. Implements procedures to prevent the loss of supplies/equipment.

Applicants may apply on line at <https://www.applitrack.com/perrylocal/onlineapp/>

DATE OF NOTICE: October 11, 2018
FILING DEADLINE: October 18, 2018