

# 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, 3 hours per day)	Knapp Elementary	Building Principal	Immediately

- Minimum Qualifications:**
- High school diploma or GED. Job skills verified by training and/or work experience.
  - 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:**
- Uses technical and manual skill to maintain the appearance and cleanliness of district property. Checks daily schedule to find out if an activity requires preparation or clean up.**
- 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.
  - 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.
  - Makes minor repairs when qualified by training and/or work experience.
  - 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.
  - Monitors conditions that may affect building operations (i.e., electrical/mechanical equipment, heat, lights, plumbing, structural components, ventilation, water leaks, etc.). Identifies problems and undertakes corrective action commensurate with skill level.
  - Assists with the receipt and delivery of supplies to other buildings as directed.
  - 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.
  - Assists maintenance and grounds keeping departments as needed during summer hours.

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

**DATE OF NOTICE: May 11, 2018**

**FILING DEADLINE: May 18, 2018**