

# Lakewood Local School District

Office of the Superintendent  
525 East Main Street - PO Box 70  
Hebron, OH 43025  
740 928-5878

**Classified Position**

**October 20, 2021**

## **PART-TIME CUSTODIAL HELPER – RE-POST Lakewood High School**

**CONTRACT: 2021-22 School Year Only**

### **QUALIFICATIONS:**

1. A High School diploma or training and experience that are considered equivalent.
2. A proficiency in general cleaning and operating cleaning equipment.
3. Ability to lift 50 pounds.
4. An ability to communicate in a courteous manner.
5. An ability to use email and electronic communications effectively.
6. A neat appearance.
7. An ability to carry out assigned duties.
8. Successfully complete and pass a BCII and FBI check.

**JOB GOAL:** To assist in maintaining the building and grounds in a safe, attractive, comfortable, clean and efficient operating manner.

**REPORTS TO/EVALUATED BY:** Maintenance and Facilities Director/Building principal

### **PERFORMANCE RESPONSIBILITIES:**

1. Keep building and grounds neat and clean at all times.
2. Notify the Custodian, Director of Maintenance Services or building principal of emergencies.
3. Seasonal duties such as snow removal, shovel, salt, weed eat and mow as needed.
4. Sweep all classrooms and dust all furniture located in each room.
5. Keep all floors and halls in a clean and attractive condition.
6. Scrub, mop and disinfect all toilets, sanitary fixtures and drinking fountains.
7. Wash all windows on the inside and outside as needed.
8. Empty all trash cans daily.
9. Clean all chalk and white boards daily.

10. Report major repairs needed promptly to the Custodian, Director of Maintenance Services or building principal.
11. Immediately report any damages to school property to the Director of Maintenance Services or building principal.
12. Remain on school premises during scheduled hours, excluding lunch.
13. Assume responsibility for closing the building securely each day and before leaving, determine that all doors and windows are shut and lights are turned off.
14. Move furniture and/or equipment as required for various activities as directed by the Custodian, Director of Maintenance Services or building principal.
15. Comply with all local laws and board policies for the storage and disposal of trash and waste.
16. Immediately report any student or public misconduct in the building or on the grounds to the Director of Maintenance Services or building principal.
17. Immediately report any safety hazards to the Director of Maintenance Services or building principal.
18. Any other duties as assigned by the Director of Maintenance Services or building principal.

**TERMS OF EMPLOYMENT:**

1. 2021-22 school year only
2. Minimum of 29.75 hours per week
3. Eligible for holidays, three (3) personal days and sick leave
4. Hours – 2<sup>nd</sup> Shift
5. Salary as per negotiated agreement (LACE)

**If interested, please send a letter of interest and application (found on website – [lakewoodlocal.k12.oh.us](http://lakewoodlocal.k12.oh.us)) to Kyle Mathews at Lakewood Local Schools, PO Box 70, Hebron, OH 43025 or email to [kmathews@lakewoodlocal.k12.oh.us](mailto:kmathews@lakewoodlocal.k12.oh.us) by 3:00 p.m. on November 3, 2021.**

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