



Valparaiso Community School Corporation

3801 N. Campbell Street
Valparaiso IN 46385

POSITION AVAILABLE

Title: Custodian (Heavilin Elementary School)

Qualifications: Experience in custodial/janitorial work

Job Goal: To provide students and staff with a safe, attractive, comfortable, clean and efficient place in which to learn, play, develop and work.

Responsibilities:

1. Keeps building and premises neat and clean at all times.
2. Sweeps classrooms daily and dusts furniture.
3. Cleans corridors after school each day and at other times when their condition requires it.
4. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
5. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
6. Keeps all floors in a clean and attractive condition and in a good state of preservation.
7. Cleans all chalkboards at least once a week or as needed.
8. Reports major repairs needed promptly to the head custodian or building principal.
9. Reports immediately to the head custodian/principal any damage to school property (inside or out).
10. Keeps an inventory of supplies and equipment, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian's work.
11. If appropriate, assumes responsibility for the opening and closing of the building each school day for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
12. Conducts an ongoing program of general maintenance, upkeep, and repair.
13. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
14. Must be able to work independently to complete assigned tasks.
15. Must be able to bend, reach and lift 50 lbs.

16. Sets up, tears down and cleans after lunch hours and special events.
17. Interacts appropriately with students and staff.
18. Other duties as assigned by the Principal or his/her designee.

Reports To:

- Building Principal

To Apply:

- Submit all application materials via AppliTrack at <http://www.applitrack.com/valpo/onlineapp/>