

# Valparaiso Community School Corporation

## **Job Description**

Valparaiso Community Schools  
Valparaiso IN 46385  
Valparaiso High School

**Title:** Custodian

**Qualifications:** Experience in custodial/janitorial work

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

**Responsibilities:** Perform a variety of tasks involving general care of the building and grounds; the work involves cleaning, repairing and maintenance.

1. Maintains security and safety of building as outlined by Principal or his/her designee.
2. Oversees that the building and premises be kept neat and clean at all times.
3. Provides great customer service and interacts appropriately with students, staff, and visitors.
4. Performs all duties and maintains high standards of safety, cleanliness and efficiency: dusts and cleans classrooms and offices, washes walls and woodwork, washes windows, sweeps, mops, strips, scrubs, buffs, and waxes floors, shampoos and vacuums carpets, and washes and sanitizes bathroom fixtures, drinking fountains and replenishes supplies.
5. Conducts an ongoing program of general maintenance, upkeep, and repair of equipment used.
6. Reports immediately to the supervisor any damage to school property (inside or out).
7. Reports major repairs needed promptly to supervisor and fills out work orders for maintenance.
8. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
9. Oversees that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
10. Assists building administrators in working with special groups who use the building in the off hours and schedules custodian for events.
11. Must be able to work independently to complete assigned tasks.
12. Other duties as assigned by the Principal or his/her designee.

### **Physical Demands:**

- Must be able to bend, reach, walk and stand for prolonged periods of time
- Must be able to lift 50 lbs. due to moving heavy objects at times, such as, furniture or equipment
- Required to operate power equipment such as buffers and scrubbers
- May need to take precautions to avoid exposure to cleaning and stripping compounds and fumes
- Exposed to noise from power equipment
- Performing grounds maintenance may require periodically working outdoors in inclement weather
- Potential exposure to ordinary diseases carried by students
- May need to take precautions to avoid exposure to student bodily fluids
- May need to take precautions when inspecting cause of fire alarms
- May deal with distraught or difficult individuals.

**Qualifications:**

- Ability to work with a multi-person staff and accomplish work on time and within an established schedule.
- Demonstrated initiative, flexibility, dependability and skill in custodial duties in previous years.
- Familiarity with all materials and equipment used in the care of the building and grounds.
- Has good communication skills; can follow written and oral instructions.

Reports To:

- Building Principal or his/her designee

Compensation:

- \$11.97/hour
- 8 hours daily/40 hours weekly

To Apply:

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

\*No phone calls please