

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875**

**JOB DESCRIPTION
FOR
CUSTODIAL/SECURITY AND IN-SCHOOL DETENTION WORK DETAIL**

RESPONSIBLE TO: All duties to be under the supervision and evaluation of The Maintenance Coordinator. Management of students assigned to detail activities to be coordinated through the Assistant Director, High School

GENERAL DUTIES:

1. Responsible for cleaning of the cafeteria lunch room areas
2. Responsible for cleaning of all the kitchen areas for cafeteria, Culinary Arts Program and Food Services Program as assigned by the Maintenance Coordinator and/or his/her designee
3. Responsible for cleaning of the Pioneer Room Restaurant, the immediate hallway areas of same, walkways and handicapped ramp at the Pioneer Room entrance and the cafeteria delivery dock area
4. Responsible for cleaning of staff offices and open store rooms of the kitchen area
5. Responsible for snow removal and/or ice control as scheduled by Maintenance Coordinator
6. Supervise in-school detention students as assigned

SPECIFIC DUTIES:

1. All assigned areas of cleaning to be maintained on schedule assigned by The Maintenance Coordinator
2. Perform cleaning of equipment located in cafeteria and distribution center as assigned by the Maintenance Coordinator and/or his/her designee
3. Maintain visual inspection on all equipment in assigned areas and alert maintenance staff when potential malfunction is determined
4. Utilize students assigned to in-school detention as aides in cafeteria cleaning when available and as assigned by the Assistant Director, High School and/or his/her designee

5. Perform other custodial/security duties as assigned by the Maintenance Coordinator to include days/times cafeteria and kitchen are not in regular operation
6. Perform building-wide emergency clean ups when requested by the Maintenance Coordinator and/or his/her designee
7. Emergency request for spill(s) clean up or equipment malfunction shall be completed immediately upon notification from the Maintenance Coordinator and/or his/her designee
8. Perform any duties needed for the general support and operation of the Distribution Center to include but not limited to general maintenance/care of vehicles operated and managed through the Distribution Center
9. Maintain bus driver's certification and complete specific route schedule(s) and/or substitute route schedule(s) as assigned
10. Perform other duties as assigned by the Superintendent and/or his/her designee