

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

**JOB DESCRIPTION
FOR
CUSTODIAL/SECURITY**

GENERAL DUTIES: Working hours of custodial/security personnel will be scheduled by the Director of Business Affairs.

As deemed necessary by the Director of Business Affairs the custodial/security person will be expected to check the buildings, the heating plant, cooling systems, equipment and grounds.

Custodial/Security personnel may be called for an emergency assignment by the Director of Business Affairs.

Custodial/Security personnel shall complete all required safety and/or performance training as established by the Director of Business Affairs.

Custodial/Security personnel shall complete inspections and submit records of said inspections to the Director of Business Affairs on all designated equipment, filters, operational devices, etc.

Custodial/Security personnel shall perform all custodial work in a manner consistent with district goals to utilize cleaning methods consistent with "going green".

Custodial/security personnel shall attain professional skill sets to match technology advances on equipment, processes and products as established by the Director of Business Affairs.

RESPONSIBLE TO: Director of Business Affairs

SPECIFIC DUTIES:

1. Each custodial/security worker shall be responsible for the cleanliness of assigned building/areas.
2. A regular routine schedule shall include but not be limited to sweeping, cleaning, washing, vacuuming, shampooing, polishing, window cleaning, stripping, sealing, mopping, dusting, trash removal, collection of recyclable paper products, care of erasers and pencil sharpeners, etc.
3. Each regular routine schedule shall include replenishing soap, toilet paper, towels, and other items required to maintain satisfactory sanitation and health requirements for the assigned area(s).

4. Toilets, lavatories, drinking fountains shall be maintained in sanitary condition at all times.
5. Remove snow from sidewalks and entranceways and use de-icer as needed and/or as assigned by the Director of Business Affairs.
6. Properly use and maintain cleaning supplies and equipment.
7. Mix and use chemicals properly and safely.
8. Emergency request for spill(s) clean up or equipment malfunction shall be completed immediately upon notification from Director of Business Affairs and/or his/her designee.
9. Operate and perform duties in a safe manner.
10. Take care of minor repairs such as replacing glass, bulbs, leaking faucets, etc.
11. Keep records for routine cleaning schedules on daily, weekly, bi-weekly, monthly, etc. basis when required.
12. Make sure all doors, windows and gates are locked. Report all violations of building security to the Director of Business Affairs.
13. Be available to assist maintenance personnel as assigned by the Director of Business Affairs.
14. Keep grounds free of trash and rubbish.
15. Help with parking for school functions.
16. Requisition cleaning supplies on monthly basis maintaining a thirty day inventory.
17. During summer schedule perform cleaning of assigned areas and complete designated repairs.
18. During summer schedule supervise assigned "summer crew workers". Maintain hourly time sheets for same.
19. Utilize students assigned to In-school detention to assist in cleaning when assigned by the Assistant Director, High School and/or his/her designee (Daytime Custodial/Security only).
20. Perform other duties as assigned by the Superintendent and/or his/her designee.