

**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 Maintenance Coordinator.

As deemed necessary by the Maintenance Coordinator 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 Maintenance Coordinator.

Custodial/Security personnel shall complete all required safety and/or performance training as established by the Maintenance Coordinator.

Custodial/Security personnel shall complete inspections and submit records of said inspections to the Maintenance Coordinator 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 Maintenance Coordinator.

RESPONSIBLE TO: Maintenance Coordinator

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 Maintenance Coordinator.
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 Maintenance Coordinator 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 Maintenance Coordinator.
13. Be available to assist maintenance personnel as assigned by the Maintenance Coordinator.
14. Keep grounds free of trash and rubbish.
15. Raise and lower the American flag on a daily basis. Maintain Pioneer flag in good condition. Display as directed.
16. Help with parking for school functions.
17. Requisition cleaning supplies on monthly basis maintaining a thirty day inventory.
18. During summer schedule perform cleaning of assigned areas and complete designated repairs.
19. During summer schedule supervise assigned "summer crew workers". Maintain hourly time sheets for same.
20. Perform other duties as assigned by the Superintendent and/or his/her designee.