



Mohawk Local School District  
295 State Highway 231  
Sycamore, Ohio 44882



## NON-CERTIFIED POSITION

**DATE:** June 22, 2021

**POSITION:** Building PM Custodian (3:00-11:30 pm); 9-month position

**CERTIFICATION:** Ohio bus certification/license

**DISCRIPTION:** Provide a safe, clean environment for students, staff and public; assist the Maintenance Supervisor cleaning, maintaining, and daily operation of school building

- Ensure safety of students and staff
- Promote good safety practices and procedures
- Interact in a positive manner with staff, students and parents
- Secure building each working day and see that all lights (except night lights) are turned off and all persons are out of the building before leaving the premises on afternoon shift
- Provisions will be made for the storage of tools and supplies, and all such cleaning materials, tools and supplies must be kept in their proper places. Keep work and storage areas neat and orderly
- During the hours when teachers and pupils are admitted to the building, the custodian shall cooperate with the Principal in maintaining proper physical conditions
- Report repair work needs to go to the Maintenance Supervisor. Routine repair work is the responsibility of the custodian and is not to be reported for the maintenance person to do
- Assist in receiving and storing all supplies and equipment, except those educational supplies that shall be distributed to the various departments as directed by the Building Principal or Assistant Building Principal
- Assist in the unloading of supplies delivered to the building
- In the event of heavy snow all inside and outside walks surrounding the building must be kept plowed, shoveled and salted if in any icy condition. All steps and entrances to the building must be free from ice and snow and salted if needed before the opening of school each day
- Floors must be mopped or cleaned to avoid becoming slippery
- Cooperate with the local and state fire inspectors, as well as with the boiler inspector
- Assist in inventory of all janitorial supplies
- Complete annual summer work such as the cleaning of all windows, cutting grass, etc. as assigned
- Assist the maintenance person if directed to do so
- The floors of all classrooms, corridors, and stairways, libraries, gymnasiums, dining rooms, industrial arts rooms, toilet rooms, locker rooms, and offices shall be swept daily or as directed the Building Principal or Assistant Building Principal
- All furniture and woodwork such as windowsills, baseboards, stair rails, doors, window frames, and corridor lockers must be thoroughly dusted as required by the building
- The floors in all toilet rooms, locker room and shower rooms are to be mopped daily or as directed by Building Principal or Assistant Building Principal. Mop weekly, or as directed, all offices, stairways and corridors
- At least twice during the school year all floors including classrooms, auditoriums, cafeterias and libraries should be mopped or buffed and re-waxed
- Gymnasium floors should be mopped and refinished only as directed
- Toilet bowls and urinals must be washed daily and treated with disinfectant at least once each week. All wash basins and drinking fountains must be cleaned with scouring powder or equivalent daily
- All excelsior, paper, sweepings, rags or other rubbish of inflammable nature must be gathered daily in bags or other containers provided and placed in the dumpster or such locations as are designated by the head custodian
- Responsible to care for playground area, i.e., properly prepared for recess, emergencies, drills



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**Other Duties and Responsibilities:**

- As may be assigned by Building Principal or Assistant Building Principal or Maintenance Supervisor

**Qualifications:**

- High school diploma or general education degree (GED)
- One to two years related experience preferred
- Must be able to demonstrate a basic knowledge of electrical, plumbing, painting, heating/cooling systems
- Must be able to demonstrate the ability to use most common hand tools
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- Must possess a valid Ohio driver's license
- Must possess an appropriate state of Ohio bus certification/license

**Required Knowledge, Skills, and Abilities:**

- Knowledge of electrical and plumbing repairs
- Knowledge of appropriate safety procedures
- Training in the proper care and storage of chemicals, e.g., OSHA/PERRAC training
- Ability to read and understand verbal and written instructions, written warnings and labels
- Working knowledge of assigned building and alarm systems
- Must be knowledgeable in the correct way to repair a variety of materials, i.e., floor tile replacement, repairs to wood, plastic, fiberglass, etc.
- Knowledge of air compressor/thermostats/HVAC systems (including boilers)
- Must be able to climb, lift heavy equipment and furniture, and operate mowing equipment
- Ability to work well with others

**SALARY:** Per Non-Certified Handbook

**START DATE:** August 16, 2021

**APPLICATION DEADLINE:** July 5, 2021

**APPLICATION PROCEDURE:** Send Resume and/or Application of Employment to:

Dr. Mark Burke Jr.

605 State Highway 231

Sycamore, Ohio 44882

mark.burke@mohawklocal.org

**\*\*Emailed Documents Will Accepted\*\***