

# LANESVILLE COMMUNITY SCHOOL

## JOB DESCRIPTION

### CUSTODIAL POSITION

#### **PRIMARY DUTIES REQUIRED FOR THIS POSITION:**

Report to a Custodian Lead who is responsible for the direction of housekeeping services in the facility.

Clean and sanitize restrooms/bathrooms using established practices and procedure.

Clean, dust and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; empty and clean ash trays and cigarette urns; replace light bulbs; refill restroom dispensers.

Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.

Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.

Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms mops and squeegees for the cleaning and general maintenance of floors, wall, carpets, furniture, etc.

Wash walls and equipment; use ladders when required in work assignments.

Lock and unlock assigned buildings; secure building when facilities are not in use, checking for unlocked doors and windows; report any unauthorized occupants; turn off lights.

Follow instructions regarding the use of chemicals and supplies. Use as directed.

Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment.

Move furniture, equipment, supplies and tools on an incidental basis

Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.

Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.

Attend to emergencies when necessary.

Attend safety meetings and other related meetings

Take classes as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships.

Handle recycling materials.

Call in work orders.

Assist in the instruction and supervision of student help.

Assist with inventory control and security.

Safely operate all vehicles and other job related equipment.

Support and enforce all policies, such as One Call and OSHA/WISHA rules.

Enforce and support policies established by the Director of Facilities and Planning.

Perform related duties as required.

Two Custodian Positions are available  
Hourly wage plus benefits.

**Send applications to Dakota Puckett  
2725 Crestview Avenue  
Lanesville, IN. 47136**