

# POSTING

LAKOTA LOCAL SCHOOL DISTRICT  
Human Resources Office

**TO:** All  
**FROM:** Human Resources  
**DATE:** July 1, 2024

We are currently accepting applications for **Substitute Custodian** for the Lakota School District.

These positions vary in hours on an as needed basis and could potentially lead to part time or full time regular employment. All positions as a Substitute Custodian pay \$16.61 per hour.

**Minimum Requirements:** High School Diploma or GED equivalent.

See attached job description for further information.

Interested candidates should complete an online application at [www.lakotaonline.com](http://www.lakotaonline.com) through the Butler County Area Application Consortium. Please include education and references and submit the completed application through that system. Lakota will review applicants weekly and will contact potential candidates for interviews.

Applicants that are offered positions shall be required to submit to an FBI/BCII criminal background check. Failure to satisfactorily pass the criminal background check based on the discretion of the Board of Education will preclude an individual from employment with the district.

**LAKOTA LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION**

**Position:** Substitute Custodian

**Department:** Buildings and Grounds

**Reports to:** Manager, Facilities and Operations

**Hours:** Up to 8 hours per day; 5 days per week as needed

**Contract:** As Needed

**Salary Schedule:** \$16.61 per hour

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**SUMMARY:**

To provide a clean, safe and hygienic environment that encourages student learning.

**MINIMUM EDUCATION:**

High School Diploma or GED required

**JOB RESPONSIBILITIES:**

- Dust mopping tile rooms, halls, stairs, stage, and elevator
- Mopping cafeteria and scrub
- Mopping classrooms, bathrooms and halls
- Cleaning clinic, sanitizing counter top and beds, mopping floor
- Removing black marks from hallways and classrooms
- Removing trash from all rooms and replace liners
- Sweeping all rooms
- Cleaning glass and mirrors
- Dusting rooms
- Wiping door knobs, handrails
- Scrubbing hallways
- Wiping walls down
- Washing countertops and tables
- Washing windows
- Vacuuming carpets, doormats
- Buffing floors
- Cleaning up after sick children
- Monthly dusting of vents, window blinds, univents, vending machines, pictures, ceiling fans
- Cleaning and emptying pencil sharpeners
- Spraying garbage cans as needed
- Cleaning around dumpsters
- Weekly dusting computers, TVs, locker tops
- Cleaning gym
- Repairing chairs when necessary for safety
- Taking trash to dumpsters
- Cleaning light switches
- Removing gum from floors
- Cleaning floor drains when necessary for safety
- Cleaning off graffiti
- Emptying dirty diaper pails
- Cleaning up body fluids
- Moving classrooms
- Reporting major repairs to the head custodian

## **JOB RESPONSIBILITES (CONTINUED):**

- Dusting and moping stage
- Straightening desks and chairs as necessary for required cleaning
- Wet moping bleachers and gym floor
- Removing signs, posters, tape
- Moving furniture
- Scrubbing bus bays that mechanics use daily (Service Center)
- Helping train new custodians
- Wearing walkie-talkie and/or pager
- Helping manage crowd control—public and students and remove students from certain areas
- Securing building
- Setting alarm
- Responding to fire alarm panel
- Contacting proper people in case of emergency
- Putting up gates in building to restrict night access
- Making sure emergency doors are closed and locked
- Fixing mop water specifically for restrooms
- Wiping restroom stalls
- Disinfecting restroom water fountains
- Wiping out sinks
- Unstopping toilets
- Checking restroom personal boxes
- Disinfecting restroom toilets, urinals, sinks
- Getting cart ready for the day – mops, dust rags, spray bottles, sweeper
- Adjusting temperatures in the building
- Gathering supplies to begin working
- Checking equipment wires and plugs for wear
- Checking vacuum equipment to see if bag needs to be changed
- Doing laundry as needed where facilities are provided
- Maintaining custodian closet – clean and stock
- Checking boilers and air compressor
- Salting walkways
- Maintaining scrubber equipment - fill, change pads to brushes and charge machine
- Cleaning equipment used for cleaning
- Setting up for market day
- Picking up the outside of the building
- Taking copy paper to workroom
- Changing filters
- Changing lights
- Removing snow
- Opening gate for buses
- Changing sign board
- Emptying outside trash cans
- Unloading and loading supplies
- Making minor maintenance repairs
- Emptying humidifiers
- Cleaning up from maintenance if there is repair or construction in the classroom
- Replacing ceiling tiles
- Moving cafeteria tables/chairs, scrubbing and resetting
- Helping with heavy deliveries to kitchen and cafeteria
- Taking grease out of kitchen
- Cleaning cafeteria kitchen
- Spraying off cafeteria kitchen mats
- Assisting with cafeteria duty
- Setting up and breaking down cafeteria tables
- Spot washing walls as needed
- Bringing toys and balls in from the playground

## **JOB RESPONSIBILITIES (CONTINUED):**

- Cleaning up sand box areas
- Participating in bus duties
- Putting labels on buses so each student can find his or her bus
- Monitoring students as they get on bus
- Taking signs off buses after students get on the bus
- Setting up for concerts and other special events
- Assisting teachers, parents, students and PTA/PTSO as time allows
- Helping train new custodians
- Checking weekly bulletin for activities in evenings
- Providing customer service
- Cleaning bugs out of light fixtures
- Blowing out univents and heaters
- Stripping and waxing floors
- Washing furniture, walls and chalkboards/marker boards
- Shampooing carpets
- Cleaning marks off student desks
- Clean inside and outside windows

## **SPECIALIZED KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THIS POSITION:**

- Knowledge of relevant equipment, policies, procedures and strategies for the protection of people and property
- Knowledge of principles and processes for providing customer and personal services and customer satisfaction
- Knowledge of the chemical composition, properties, interaction and disposal methods of substances used
- Knowledge of machines and tools, including their uses, repair and maintenance
- The ability to listen to and understand information and ideas presented through spoken words and sentences; to give full attention to what other people are saying asking questions as appropriate and not interrupting at inappropriate times; to understand the speech of another person and to read and understand ideas presented in writing
- The ability to speak clearly so others can understand; to communicate information and ideas in speaking so others will understand; to communicate information and ideas in writing so others will understand
- Determining the kind of tools and equipment needed to do a job
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed
- Managing one's own time in a way that allows for the work to be completed during the workday
- Determining causes of operating errors and deciding what to do about them
- Repairing machines or systems using the needed tools
- Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work
- The ability to lift up to 50 pounds, to use abdominal and lower back muscles to support the body repeatedly; to exert maximum muscle force to lift, push, pull or carry and to exert physically over long periods of time without getting winded or out of breath
- The ability to bend, stretch, twist or reach with body, arms and/or legs and to coordinate movement of arms, legs and torso while standing, sitting or lying down
- The ability to concentrate on a task over time without being distracted
- The ability to tell when something is wrong or is likely to go wrong
- The ability to match or detect differences between colors, shades and brightness; to judge which of several objects is closer or farther away; to judge distance to an object and to see objects to the side when eyes are looking ahead
- The ability to detect or tell the differences between sounds that vary in pitch and/or loudness

## **EMPLOYMENT REQUIREMENTS:**

- This job involves work activities that include practical, hands-on problems and solutions and does not involve a lot of paperwork or working closely with others
- Ability to lift up to 50lbs on a routine and ongoing basis
- Bending, Lifting, Twisting and repetitive motion required
- Considerable time standing
- Occasional exposure to contaminants such as pollutants, gasses, dust or odors
- Regular use of the hands to handle, control or feel objects, tools or controls Willingness to learn throughout the course of employment
- Daily use of common protective or safety equipment -- glasses, gloves, etc.
- Considerable time making repetitive motions
- Daily work as a member of a group or team
- Regular work with external customers
- Occasional climbing of a ladder or scaffold