

MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	Mid-Day Custodian Class I
Reports To:	Head Custodian/Principal
Position Status:	FLSA Classified; Section 3319.081 – ORC
General Description:	<p>Perform custodial work required for the routine care, maintenance, cleaning, protection, and preservation of the assigned building/building space, its contents, and grounds.</p> <p>Supervise and assist student activity during the lunch period and during recess.</p>
Qualifications:	<ol style="list-style-type: none"> 1. High school diploma/equivalent; 18 years of age. 2. Specialized training for working with students; training in the implementation of specific medical procedures, including First Aid, CPR, and School Safety (ALICE). 3. Educational aide permit. 4. Able to understand and follow oral and written instructions. 5. Able to complete necessary written reports in a timely manner. 6. Successful experience in student support/assistance and/or custodial/janitorial work in a school or industrial environment. 7. Proficient in basic computer skills and applications necessary to access timely and relevant information and able to disseminate same. 8. Good health and good attendance record. 9. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access all areas of District facilities, including operations, utility, and maintenance, appropriate classroom, lunchroom/cafeteria, library/media, performance, gymnasium, and office areas. 2. Able to follow safety rules and regulations. 3. Able to routinely lift and move heavy objects weighing at least 50 pounds and occasionally lift/carry equipment and supplies weighing up to 75 pounds. 4. Effective communication and interpersonal skills. 5. Able to present information in a clear and understandable manner. 6. Able to work cooperatively with students, parents, teachers, school staff, administrators, and the general public. 7. Able to plan ahead yet remain flexible enough to adapt to new situations or react to emergencies. 8. Able to interact well with other people, but also able to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. Perform assigned tasks of cleaning/housekeeping duties and provide supervision and support services for students in accordance with District policies, administrative guidelines, local ordinances, Department of Health regulations and the provisions of State and Federal law. 2. * Follow the work schedule assigned, including day-to-day job assignments, work areas, and special work projects. 3. Assist in providing supervision and support services for students in accordance with District policies and administrative guidelines, Operating Standards for Ohio Schools, and the provisions of State and Federal law. 4. Work in conjunction with District staff to promote support services for students in accordance with individualized education plans (IEPs) and/or other District-authorized accommodation plans. 5. * Maintain organization, control of student behavior and discipline, and a positive learning 	

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environment, as assigned.

6. Monitor student behavior as assigned; assist building staff with lunchroom and recess activities; implement strategies to address persistent behavior problems and assist with crisis response plan measures regarding aggressive student behavior.
7. Monitor student hygiene and safety practices.
8. Complete and submit incident report in a timely manner using District reporting system.
9. Assist building staff with work assignments which need temporary support.
10. * Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
11. * Maintain up-to-date records and complete reports as required by law, District policy, and administrative guidelines.
12. Participate in professional development training as assigned on topics related to special needs services.
13. * Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities; identify and report safety hazards in school facilities, on District premises, and school activity sites.
14. Meet the professional expectations of attendance, suitable attire and decorum, participation in District meetings/functions, and support of District initiatives.
15. Respond to specific requests from the Head Custodian/Principal on matters affecting the building operations.

Other Professional Expectations:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Demonstrate a belief in and practices ethical principles and democratic values.
3. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee's professional responsibilities.
4. Keep up-to-date and knowledgeable of facility operations, custodial and maintenance functions, and District issues.
5. Perform other job functions as assigned.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional exposure to inclement and extreme weather conditions for hours at a time.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout their employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.