

## GARAWAY LOCAL SCHOOLS

Sugarcreek, Ohio

### CLASSIFIED POSITION VACANCY ANNOUNCEMENT 2022/2023 SCHOOL YEAR

**TITLE:** Garaway Custodian (Second Shift)

**TIME:** 260 Days (includes 9 paid holidays) Full-time, Second Shift  
Second shift hours while school is in session and first shift hours when school is not in session.

**EDUCATION:** High School Diploma or equivalent

**JOB DESCRIPTION:** This position involves but is not limited to: cleaning and minor maintenance work, wet and dry mopping of floors, dusting furniture, cleaning chalk/white boards, washing walls and ceilings, care of light fixtures, mowing, caring for trees and shrubs, painting, snow removal, weekend building checks, and other general custodial tasks assigned by administration.

**OTHER:** The individual filling this position must be responsible, morally sound, clean and neat in appearance, prompt, have good attendance habits, and be able to get along with peers, supervisors, and the public in general.

**SALARY:** Salary and working conditions shall be those approved and/or made by the Garaway Board of Education through its administration and employee organization agreements.  
Current starting wage is \$16.93/hr.

**APPLICATION:** Interested persons should forward a letter of interest and resume with references on or before Friday, September 9, 2022, by 3:00 p.m. to Dr. James Millet, Superintendent, 146 Dover Road NW, Sugarcreek, OH 44681, or email the secretary [ktroyer@garaway.org](mailto:ktroyer@garaway.org) with Custodian in the subject line. This posting will remain open until filled.

#### **GARAWAY LOCAL SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER.**

It is the policy of the Garaway Local Schools Board of Education that the best-qualified applicant shall be selected for each position without regard to race, color, religion, national origin, age, sex, marital status, political affiliation or disabling conditions. No person shall be denied employment solely because of any impairment, which is related to the ability in activities involved in the position or program for which application is made.

**GARAWAY LOCAL SCHOOLS BOARD OF EDUCATION  
JOB DESCRIPTION**

**LOCATOR INDEX: 310**

**Title:** 12 Month Custodian  
**Department:** Custodial  
**Building/Facility:** All District School Buildings  
**Reports to:** Appropriate Building Principal  
**Employment status:** Regular/Full-time  
**FLSA Status:** Non-Exempt  
**Description** Cleaning and maintaining all school buildings daily; daily opening and closing of buildings;  
Perform minor repairs in buildings as appropriate

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

- Ensure safety of students
- Perform minor repairs, including, but not limited to, glass replacement, electrical repairs, wood repairs, painting, a metal repairs
- Maintain building security system
- Maintain playground equipment
- Operate and perform routine maintenance on the heating system
- Operate and maintain the waste and sewage system
- Maintain school grounds and landscape
- Maintain an accurate inventory of all custodial equipment, materials, and supplies
- Request needed equipment, materials, and supplies
- Plow and remove snow from school grounds
- Mow lawn
- Maintain a clean, safe and neat boiler room
- Sweep, vacuum, mop and wax floors
- Empty and clean waster receptacles, trash pails, and pencil sharpeners
- Refill towel and soap dispensers and toilet tissue
- Check boiler room nightly
- Clean and maintain custodial equipment and materials
- Clean and sanitize restrooms
- Clean all water coolers
- Clean school lounges
- Clean lockerrooms
- Ensure all classrooms are locked
- Trim bushes and trees
- Assist supervisor/administrator in formulating the holiday and weekend building check list
- Raise the flag every school morning
- Schedule time to clean school buildings
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students and parents

- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Prepare athletic fields for events
- Secure building at night

**Other Duties and Responsibilities:**

- Remove cobwebs, clean windows, and chalkboards
- Polish furniture and woodwork as necessary
- Clean hallway glass display cases
- Act as liaison between custodians and the supervisor and/or administrator
- Assist supervisor in developing summer maintenance list and summer painting list
- Assist in supervising custodial staff
- Assist in making custodial assignments for extra duty events, e.g. sporting or extra-curricular events
- Supervise utility, cleaning, and maintenance employees.
- Schedule time to perform maintenance on school buildings
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by Building Principal

**Qualifications:**

- Ten or more years related experience
- Associates degree (A.A.) or equivalent from a two year college or technical school
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

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

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening
- Training in cleaning up and disposing of bloodborne pathogens
- Knowledge of boiler room operation
- Knowledge of plumbing
- Knowledge of electrical systems
- Knowledge of carpentry
- Knowledge of minor maintenance repair
- 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
- Ability to work alone with little direction
- Ability to work alone with little direction
- Effective, active listening skills
- Organizational and problem solving skills

**Equipment Operated:**

- Telephone
- Motor vehicle, truck, van, school bus
- Hand carts
- Drills
- Plumbing tools
- Electrical tools
- Carpenter tools
- Various hand tools
- Snow plow
- Lawn mower

**Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to attend to classes on all scheduled school days, except calamity days
- Occasional interaction among unruly children
- Occasional travel throughout the district
- Occasional work near moving mechanical parts
- Occasional work in high places
- Occasional exposure to fumes or airborne particles
- Occasional exposure to outdoor weather conditions, e.g., requirement to work outdoors during all types of weather
- Occasional exposure to dangerous chemicals
- Occasional requirement to work beyond the regular work day
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, climb, crouch, balance, stoop and kneel
- Frequently lift, carry, push, and pull various items up to a maximum of 80 pounds

GARAWAY LOCAL SCHOOLS  
 146 DOVER ROAD N.W.  
 SUGARCREEK, OHIO 44681  
 (330) 852-2421

CLASSIFIED EMPLOYMENT APPLICATION

Dear Applicant,

We welcome your application for employment. The Garaway Schools are an equal opportunity employer and as such prohibits discrimination because of race, color, religion, sex or national origin in all employment practices and conditions of employment covered under Title VII of the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972. In addition, we comply with the provisions of Title IX of the Education Amendments of 1972 which means that we do not classify applicants or employees in any way which could adversely affect their employment opportunity because of sex.

Thank you for your interest in the Garaway Schools. Our goal is to employ the best candidate for the position.

Return Application to:  
 Garaway Local Schools  
 ATTN: Dr. James Millet, Superintendent  
 146 Dover Road N.W.  
 Sugarcreek, Ohio 44681

(Type or Print in Ink)			
Applicant's Name		Date	
Address			
City	State	ZIP	
Phone (      )      If unable to contact -leave message at Phone (      )			
<b>Position Applying For</b>			
<input type="checkbox"/> Secretary	<input type="checkbox"/> Bus Driver	<input type="checkbox"/> Food Service	
<input type="checkbox"/> Custodian	<input type="checkbox"/> Assistant Treasurer	<input type="checkbox"/> Aide	
<b>Training</b>			
<u>Institution</u>	<u>Location</u>	<u>Degree/Area of Training</u>	
High School			
Additional Training			
<b>Occupational Data</b>			
List your most recent employment first			
<u>Employer</u>	<u>Dates</u>	<u>Job Description</u>	<u>Supervisor</u>

\* Listing employers gives authorization for reference checks.

References			
Name	Address	Phone	Relationship

Particular interests or talents that compliment your skills needed for this job:

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_