**VACANT POSITION**

**Date of Posting: August 6, 2018**

**Title: Custodian (Middle School)**

2018-2019 School Year

 10- Month (202 Day Work Term)

**General Information:** The Midfield City Board of Education is an Equal Opportunity Employer. “No person

 shall be denied Employment or be excluded from participation in any program or activity on the basis of disability, sex, race, religion, natural origin, color or age”

**Reports to:** Principal or designee

**Supervises: N/A**

**Duties**

* Complete the cleaning schedule for the areas assigned within the frequency requirements provided.
* Keep building and premises, including sidewalks, driveways, and play areas, neat and clean at all times.
* Sweep/mop/vacuum classrooms daily and dust furniture; wet-mop floors as needed.
* Clean corridors and restrooms after school each day and during the day when their condition requires it.
* Keep all floors in a clean, attractive condition and in good state of preservation; buff hallways at least twice each month; strip and wax hallway floors at least twice each year and classroom floors at least once each year – each of these must be done more frequently if necessary.
* Scrub, hose down and disinfect restroom floors daily; clean all sanitary fixtures, classroom sinks, and water fountains daily.
* Empty wastebaskets; collect and dispose of trash daily.
* Keep the grounds free of trash and rubbish.
* Promptly report major repairs when needed to the principal
* Move furniture or equipment within building/campus as required for various activities and as directed by the principal.
* Report illegal acts such as damaging property, littering, theft and vandalism to the principal in a timely manner.
* Conduct routine tours of the physical plant, grounds and facility as assigned on the schedule for possible personnel and safety hazards; report any potentially hazardous situations to the principal.
* Know the custodial schedule for all the assigned areas; make suggestions for improving the schedule to the principal.
* Know and have a basic understanding of the chemicals and processes used in cleaning the facility/grounds.
* Maintain a positive public relations attitude with all staff, students, personnel, parents and visitors.
* Conduct such maintenance functions as assigned by the principal within the knowledge and skill level as determine by the principal.
* Perform general ground-keeping duties as assigned by the principal including (but not limited to) edging, cutting grass, trimming weeds and fence lines, pruning shrubs, etc.
* Maintain school inventory of products and supplies including (but not limited to) liquid soap, paper towels, toilet paper and cleaning supplies. Request supplies through the school secretary in advance of anticipated need.
* Vary work hours according to given situations as determined by the principal.
* Maintain accurate records including time sheets; overtime must be pre-approved by the principal.
* Be prompt, punctual and dependable; display appropriate workplace appearance.
* Know and follow Board of Education policies of the Midfield City Schools.
* Perform additional duties as assigned by the principal.

**Qualifications:**

1. A minimum of a high school diploma or GED is preferred.
2. Must submit information for background review.
3. Must be able to follow oral and written directions.
4. Must have the capacity to grasp and adjust top new and changing situations.
5. Must be neat in appearance and follow dress code.
6. Must have the ability to work independently and plan work.
7. Must be in good physical condition and be able to lift fifty (50) pounds.
8. Must be able to operate/maintain job-related equipment including vacuum cleaners, floor buffers, mowers, trimmer and edger, etc.

**Salary Range:** Salary is based on board approved salary schedule based on rank, certification and experience.

**Procedure for Applying:** Applicants must submit their application through the Teach in Alabama website at

 [www.alsde.edu](http://www.alsde.edu).

Upon offer of employment, employees will be required to submit legible fingerprints for a Background review by the Alabama Bureau of Investigation and the Federal Bureau of Investigation (HB 402 Act 99-361 Alabama Legislature)

**Job will be posted for fourteen (14) days or until position is filled.**