

VACANT POSITION

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

**Title: 12 Month Custodian (High School)**

**2018-2019 School Year**

**240 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**

**Job Goals: *To provide custodial services at the assigned school; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; overseeing the preparation of facilities for classroom activities and campus events, ensuring that assignments are completed in a safe, proper and timely manner.***

**Duties:**

* ***Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restroom, multipurpose rooms, grounds, windows, etc.) for the purpose of maintaining a sanitary, safe and attractive environment****.*
* Consults with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
* Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within the site.
* Distributes custodial supplies and equipment for the purpose of disseminating materials to custodial staff and/or storage areas.
* Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment, etc.
* Monitor students and staff in and around work areas (e.g. halls multipurpose rooms, lunchrooms, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
* Participate in meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform job functions.
* Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, timesheets, etc.) for the purpose of documenting activities and/or related activities to administration for actions.
* Replenish classroom and restroom supplies (e.g. paper towels, tissue, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
* Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate actions or notifying appropriate personnel for resolution.
* Responds to inquiries from staff, students, parents and/or visitors for the purpose of providing information, taking appropriate actions and/or directing to appropriate personnel for resolution.
* Secure facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
* Trains assigned personnel (e.g. new custodians, student helpers, etc.) for the purpose of developing professional trade and safety awareness.
* ***Ability to be punctual and in regular attendance.***
* Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the school.

**Qualifications:**

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

**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, employee 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 until filled.**