

# Jackson Center Schools

204 South Linden Street | P.O. Box 849 | Jackson Center, Ohio 45334-0849 | Fax: 937-596-6490

William M. Reichert  
Superintendent  
Ph: 937-596-6053

Tony Meyer  
Treasurer  
Ph: 937-596-6053

Jeff M. Reese  
4-12 Principal  
Ph: 937-596-6149

Ginger Heuker  
Pre K-3 Principal  
Ph: 937-596-6053

## Posting – Full Time Custodian

The full time custodial position at Jackson Center Schools is a 40/hr per week 12 month per year position. During the school year, custodial applicants are expected to work 8 hours per afternoon/evening with the hours usually being fulfilled after the school day is complete. During the summer months, the hours are set by the supervisor and/or the superintendent but are usually first shift. Additional hours during the school year and summer could be requested by the maintenance supervisor or the superintendent.

General duties include:

1. Support and uphold the policies of the district and the mission of the schools
2. Maintain confidentiality regarding school matters
3. Clean and sanitize classrooms, work rooms, hallways, and carpeted areas as assigned by the supervisor or the superintendent
4. Clean and disinfect bathrooms and replenishes supplies as assigned by the supervisor or the superintendent
5. Remove trash from classrooms, offices, and eating areas
6. Assist with the set up and clean-up for meetings and special events
7. Maintain exterior entrances and walkways
8. Apply universal precautions in cleaning practices and complies with MSDS regulations
9. Maintain the security of issued keys, secures buildings, turns off lights, sets thermostats
10. Demonstrate professionalism in conduct, demeanor, and work habits
11. Maintain a work schedule that maximizes availability to the school, students and staff
12. Collaborate with others to enhance the work environment
13. Conduct emergency clean ups and repairs as needed
14. Conduct periodic maintenance activities and minor repairs
15. Meet with and monitor work of outside contractors
16. Communicate maintenance and repair issues to the supervisor or superintendent
17. Fulfill all other reasonable requests made by the supervisor or superintendent

# Jackson Center Schools

204 South Linden Street | P.O. Box 849 | Jackson Center, Ohio 45334-0849 | Fax: 937-596-6490

William M. Reichert  
*Superintendent*  
Ph: 937-596-6053

Tony Meyer  
*Treasurer*  
Ph: 937-596-6053

Jeff M. Reese  
*4-12 Principal*  
Ph: 937-596-6149

Ginger Heuker  
*Pre K-3 Principal*  
Ph: 937-596-6053

Minimum qualifications:

Education/Certification: High school diploma or equivalent

Experience: None required

Knowledge, abilities, and skills:

- Ability to work independently
- Ability to work well with others when needed
- Required to work some nights and weekends
- Required to lift or carry furniture, equipment, and supplies
- Required to perform strenuous walking, stooping, bending, pulling and pushing, climbing, twisting, grasping, and reaching overhead
- Required to work with chemicals, exposure to dust, and slippery and uneven walking surfaces
- Required to work in various climate conditions

\*\* Pay will commensurate with previous applicable experience.

\*\* This job description should act solely as a guide for the position described above.

Interested applicants should submit a letter/email of interest to Bill Reichert, Superintendent – Jackson Center Schools. [b\\_reichert@jctigers.org](mailto:b_reichert@jctigers.org)