



# LAWTON COMMUNITY SCHOOLS

## NOTICE OF VACANCY

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Position: High School Custodian  
Reports to: Operations Director  
Classification: Custodian  
Hours: 8 hours/day. 3:00 pm – 11:30 pm Monday-Friday  
Wage: Custodian: \$14.80-\$17.89; per LESPA Master Agreement 2024-2027

Job Goal: To keep the physical plant properly maintained in order to provide an attractive and sanitary learning environment and to provide student transportation when called upon.

### **QUALIFICATIONS:**

1. Ability to read and write. High school diploma or equivalent.
2. Evidence of skills and care in operation and maintenance of equipment.
3. Evidence of good and appropriate communication and interpersonal skills.
4. Must be dependable and responsible.
5. Must be able to lift up to 50 pounds generally and 60 pounds occasionally.
6. Must be able to pass the employer's DOT physical if required.
7. Must be able to greet the public in an appropriate manner and assist them as needed.
8. Evidence of custodian skills in the cleaning and maintaining of a physical plant.
9. Such alternatives to the above that the Operations Director may find appropriate and acceptable.

### **PERFORMANCE RESPONSIBILITIES:**

1. To sweep and/or vacuum all carpeting and flooring daily.
2. To mop, wash, shampoo and otherwise maintain floors as needed or directed.
3. To progressively clean doors, counters and whiteboards.
4. To replace light bulbs, soap, paper, and toweling as needed.
5. To make routine minor repairs of mechanical and electrical equipment.
6. Transport supplies and mail as needed and maintain inventory.
7. Empty waste baskets and trash from all areas of the building.
8. Keep boiler room and other custodial areas organized and clean.
9. Maintain heating/cooling system as directed.
10. Clean all glass interior and exterior.
11. Sanitize restrooms daily.
12. Clean all drinking fountains and extra sinks on a daily basis.
13. Notify the Operations Director when major repairs are needed.
14. Assist in supervision of student employees when assigned.
15. To make cosmetic repairs such as painting and plastering to the building as needed or directed.
16. To secure the building each night before leaving.
17. To provide custodial assistance for evening activities in the building.
18. To assist building principal and employees when necessary or directed.
19. The employee will work during summer maintenance under the direction of both the Director of Operations and the building Principal to provide cleaning and other maintenance activities that may be necessary.
20. To assist the maintenance staff with snow removal if additional assistance is needed during the winter.
21. Make all doors accessible, safe, free of snow and other materials or debris. Sweep walks clear as determined by each Principal.
22. Willing to attend educational courses to improve skills paid by the Board of Education.
23. Perform mail run to Admin building if needed.
24. Bus license training will be paid for and provided by the school district if so desired.
25. Other such custodial and grounds tasks as assigned.

Anyone that is interested in the above position, please contact Mr. Jim Turner, Operations Director, in writing at [jturner@lawtoncs.org](mailto:jturner@lawtoncs.org).

Posted: 10.11.24