



LAWTON COMMUNITY SCHOOLS

NOTICE OF VACANCY

Position:	School Custodian – (2) Full Time or (4) Part Time Positions
Reports to:	Director of Operations/Transportation
Classification:	Custodian
Hours:	Evenings; Monday-Friday and some weekends as needed. Hours may vary on non-student days.
Wage:	Custodian: \$11.89-\$16.99 per hour. Per LESPA Master Agreement 2021-2024
Starting Date:	ASAP

JOB GOAL: To keep the physical plant properly maintained in order to provide an attractive and sanitary learning environment. 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 80 pounds occasionally.
6. Must to be able to greet the public in an appropriate manner and assist them as needed.
7. Evidence of custodian skills in the cleaning and maintaining of a physical plant.
8. Such alternatives to the above that the Director of Operations may find appropriate and acceptable.
9. Must pass a pre-employment screening and background check.

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/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 Director of Operations when major repairs as 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 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 in providing cleaning and other such maintenance activities that may be necessary.
20. To assist the maintenance staff with snow removal if additional assistance is needed during snow periods.
21. Makes 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. Other such custodial tasks as assigned.

Anyone that is interested in the above position, please contact Mr. Jim Turner, Operations Director, in writing at jturner@lawtoncs.org.

Posting Approved: 02/06/24