



CUSTODIAN – MASSILLON CITY SCHOOLS

CLASSIFICATION

Title:	Custodian	Civil Service Status:	Classified
Department:	Massillon City Schools	FLSA:	Non-Exempt
Bargaining Unit:	AFSCME	Bargaining Unit Approval:	3/13/2025
Immediate Supervisor:	Building Principal/ Building & Grounds Supervisor	Positions Supervised:	N/A

IMPORTANT NOTE : In Lieu of a written exam, candidates resumes will be reviewed and scored against the following job skills list and ranked according to the verifiable experiences listed in each resume. All related documentation must be included with the application either online or to the Civil Service Office located in the Huntington Bank building 151 Lincoln Way East, Massillon, OH 44646

Description

Responsible for maintaining the building and grounds at a high level of cleanliness and willing to perform all tasks necessary to meet this responsibility

Time Schedule(s):

1:30 PM - 10:00 PM

2:30 PM - 11:00 PM

3:30 PM - 12:00 PM

Salary Rate: \$21.19 / HR

Reports to: Building Principal/Building & Grounds Supervisor/Designee

AREAS OF RESPONSIBILITY

- All areas of building and grounds
- All Areas of the East & West Elementary Building
- Massillon Middle School Athletic Stadium (as needed)
- Operations Facility (as needed)
- Pool Area (as needed)
- Paul Brown Tiger Stadium (as needed)
- Eagles #190 Sports Complex (as needed)
- Indoor Facility (as needed)
- Washington High School (as needed)
- Massillon Intermediate School

- Ability to handle gasoline, diesel fuel, kerosene, weed killers, fertilizers, cleaning materials and other chemical substances in a safe manner

Restrooms and Locker Rooms

- Wet mop floors and disinfect with germicidal solution daily
- Scour and clean sinks daily
- Clean toilets and urinals daily with disinfectant
- Clean mirrors daily
- Remove trash daily
- Remove graffiti from walls and fixtures
Wash trash containers monthly or more frequently if needed
- Clean and wax floors at least once during the school year
- Clean shower areas daily, if in use, with germicidal solution
- Clean lockers as needed (inside lockers annually)
- Disinfect floors in locker room and walls in shower rooms as required; at least weekly

Classrooms, Offices Multi-purpose Rooms

- Dust mop or vacuum floors/carpet daily; use treated mop
- Remove trash daily
- Clean chalkboards and trays daily
- Clean sinks twice weekly (daily in clinic) and disinfect
- Dust counters, window ledges and other areas that collect dust, as needed
- Wet mop floors as needed, wax floors at least once during the school year
- Perform basic maintenance and repair tasks such as replacing pencil sharpeners, oiling hinges, covering broken windows, adjusting and fixing classroom furniture, etc.
- Does small jobs for teachers as requested, time permitting
- Ability to handle various necessary chemical cleaning substances in a safe manner

Gymnasiums and Auditorium

- Dust mop or vacuum floors daily and prior to and following after school use
- Remove all debris from floors, bleachers, seats, and stage
- Clean under bleachers as needed
- Remove dust wherever needed
- Replace basketball nets, light bulbs and make other minor equipment repairs
- Prepare gymnasium/auditorium for assemblies, meetings, physical education and athletic activities as needed

Cafeteria and Kitchen

- Set up tables and benches daily
- Dry mop and wet mop floors daily
- Remove all trash daily
- Clean trash containers daily
- Keep cafeteria area free of food debris

Halls, Entrance Ways and Stairways

- Dust mop and wet mop or scrub all corridors and stairways daily, more frequently during periods of inclement weather
Wax corridors as needed

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- Clean interior door glass and entrance glass as needed
- Keep all areas free of debris
- Dust daily as needed
- Remove graffiti from walls, doors, lockers, etc. daily
- Clean entrance mats as needed or determined by weather
- Dust tops of lockers as needed

Exterior Maintenance

- Mow and trim grass, necessary for neat appearance
- Trim shrubbery, weed eat, edge flower beds, rake up leaves and tree trimming for neat appearance
 - Keep grounds free of all debris daily
 - Remove snow from walkways and steps leading to the building, and treat for ice
 - Remove graffiti as needed
- Wash outside windows as needed

Pertaining to All Areas

- Observe safety practices by eliminating or reporting playground equipment or other hazards
- Is responsible for ordering and maintaining supplies and tools required to perform the above duties
- Responsible for checking in packages and the delivery of such packages to the end user
- Maintain good housekeeping in custodial closet
- Replace burned out light bulbs and ballasts
- Emergency lighting repairs
- Visual plumbing and boiler checks, etc.
- Report damage of school property to principal with names of responsible persons when possible
- Remain on premises during school hours except for employees own lunch period. Time to be determined by B&G Supervisor/designee
- Perform other duties as assigned by the Assistant Superintendent/B&G Supervisor/Designee

Summer Cleaning Responsibilities

- Clean and prepare all areas for the coming school year
- Scrub and clean all floors and carpeted areas
- Wax or apply sealer to all floors
- Wash all interior and exterior glass
- Clean window shades and venetian blinds
- Clean light fixtures
- Wash all furniture, counters and shelves
- Remove graffiti as needed
- Wash doors, lower walls and other heavily soiled areas as needed
- Report improper conduct to principal's office (student, staff or public)
- Prepares inventory for the upcoming school year

EQUIPMENT OPERATED

- Carpet scrubber
- Floor scrubber
- Burnisher
- Walk behind/riding lawn mower/snow and leaf blowers/string trimmers/chain saw
- Vacuum cleaner
- Wet vacuum

- Wet mop and bucket
- Dust mop

Experience / Education Required

- High school diploma or General Education Diploma (GED) – proof required
- Has met Civil Service requirements
- Is in good physical condition, able to lift and or carry up to 50 lbs
Is of high moral character
- Has the ability and willingness to perform required work
- Possess proficient verbal and written communication skills with ability to display positive public relations
- Ability to interact in a positive and professional manner with staff, students, and parents
- Ability to promote good public relations by personal appearance, attitude and conversation

The job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor or appointing authority.

PASSING SCORE & BONUS

The minimum passing score is 70% Twenty percent (20%) is the maximum total bonus credit available added to passing scores (70%)

- Veteran's Preference Upon receiving a passing score, any applicant discharged from the Uniformed Services or transferred to the Reserves with evidence of satisfactory service, who is a resident of this state and any member of a reserve component of the Armed Forces of the United States, including the Ohio National Guard, with more than one hundred eighty days (180) of active duty service pursuant to executive order of the President of the United States or an act of the Congress of the United States, shall receive additional credit of twenty percent (20%) of the total score earned in the written examination. A member in good standing who successfully completes initial entry-level training, or a retired member of a reserve component of the Armed Forces of the United States, including the Ohio National Guard, shall receive a credit of fifteen percent (15%) of the person's total grade given in the written examination provided a passing grade is attained. Applicants must submit a certificate of service or Honorable Discharge (Form DD 214 – Long Version) as proof of honorable military service at the time of filing the application to receive credit.

- College Degree Upon receiving a passing score, an additional ten percent (10%) of the total score earned in the written examination shall be given to all applicants who have earned an Associate's Degree in a like field Upon receiving a passing score, an additional fifteen percent (15%) of the total score earned in the written examination shall be given to all applicants who have earned a Bachelor Degree

ADDITIONAL TESTINGS AND REQUIREMENTS BEFORE APPOINTMENT Applicants who obtain a minimum score of seventy percent (70%) or greater on the written examination and are in the top 10 or top 25% of passing scores (whichever is higher) become eligible for an oral interview. Candidates receiving a conditional offer of employment will be required to pass a drug screen and background check.

REASONABLE ACCOMMODATION Applicants with a disability requiring accommodation at any phase during the testing process must advise the Civil Service Commission in writing at the time of application to permit accommodations. Failure to notify the Commission of any disability requiring accommodation after the application deadline may result in the Commission's inability to accommodate any disability.

The Massillon City Schools celebrates its differences and diversity.

We are an Equal Opportunity Employer.

By Order of Massillon Civil Service Commission

Email Jthieret@massillonohio.gov

330-830-1763