

JOB DESCRIPTION

Southern Ohio Educational Service Center

An Equal Opportunity Employer

Title: Custodial and Maintenance Support Staff
Reports To: Hopewell Center Director or Designee
Employment Status: Full-time
FLSA Status: Non exempt

QUALIFICATIONS:

1. Experience and demonstrated skill and ability in maintenance, general repairs, and cleaning.
2. Must pass a criminal background check.
3. Current driver's license and reliable transportation.

GENERAL DESCRIPTION:

Maintains the Hopewell Center building and grounds.

ESSENTIAL FUNCTIONS:

1. Implements a regular cleaning schedule of the Hopewell Center (carpet vacuuming and shampooing, mopping floors, cleaning kitchen and restrooms, cleaning furniture, windows and walls as needed, etc.).
2. Removes trash and re-supplies restrooms.
3. Requisitions maintenance supplies and materials as needed.
4. Makes recommendations to the Hopewell Center Director regarding effective building and grounds maintenance and repair.
5. Makes needed repairs.
6. Completes additional construction/maintenance as needed to the Hopewell Center.
7. Maintains the Hopewell Center grounds by completing grounds upkeep and maintenance schedule (mowing grass, painting, watering, insect and weed control, salt application to sidewalks and entryways during inclement weather, and coordination of snow removal, etc.).
8. Sets up conference rooms as needed for meetings and assists in office reallocations.
9. Arranges for repairs/maintenance by outside vendors, as needed (i.e., roof repair, furnace/HVAC repair, electrical, plumbing, snow plowing).
10. Demonstrates initiative, a high degree of professional commitment, and works independently in meeting the responsibilities of the job and job-related activities.
11. Responds constructively to supervision by assuming responsibilities for improvement.
12. Participates in all team meetings and activities as required by the position.
13. Maintains communication with other personnel, including other team members, district personnel, families, and students as required by the position.
14. Works cooperatively with staff to complete mutually assigned tasks, as

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determined by supervisor or other administrators.

15. Manages time to accomplish duties and implements strategies to deal with competing work priorities.
16. Maintains records, collects outcome and consumer satisfaction data as requested, and submits reports that meet the requirements of the job.
17. Provides information as required by the position.
18. Keeps abreast of techniques and innovations in the assigned position via attendance at pertinent training, professional reading, and other professional development activities, and develops an Individual Professional Development Plan (IPDP) if required by position/licensure.
19. Utilizes the Southern Ohio ESC requisition procedures to obtain needed supplies and materials.
20. Demonstrates regular work attendance to fulfill job responsibilities.
21. Follows procedures for posting or notating accurate weekly work schedule, wearing identification badge, requesting/reporting leave, and completing mileage reimbursement requests and work calendar/time sheets when appropriate.
22. Completes reports and other documents, as needed, which clearly and concisely communicate information, using correct writing conventions.
23. Comprehension of Google Workspace applications.

OTHER DUTIES AND RESPONSIBILITIES:

1. Safeguards the confidentiality of privileged information.
2. Communicates information about programs and services to coworkers, school personnel, families, and the public in an accurate and helpful manner.
3. Demonstrates a helpful, positive attitude with coworkers, families, students, and district personnel and maintains appropriate, courteous language in all work settings.
4. Presents a personal appearance that is appropriate for professional responsibilities and is within the role expectations.
5. Maintains a neat working area and assists others in appropriate housekeeping efforts throughout the assigned building(s).
6. Follows appropriate procedures to resolve conflicts with other staff.
7. Problem solves and/or notifies appropriate personnel regarding equipment and supply needs.
8. May be assigned to support operations at other SOESC office locations for the responsibilities listed above, as determined by organizational needs.
9. Performs other duties as assigned.
10. Performs all duties in conformity to the adopted Vision and Mission statements.
11. Fully understands and abides by the Ohio Revised Codes regulations for reporting child abuse and/or neglect.

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KNOWLEDGE AND ABILITIES:

Knowledge of: Southern Ohio Educational Service Center Policies and Procedures; use of cleaning implements and solutions; basic carpentry; techniques for repair and maintenance of grounds and building.

Ability to: Interpret policies and regulations; follow instructions; accepts and requests assistance when situations warrant; share information of ongoing applicable activities with other staff; facilitate effective problem-solving, satellite, video projection, and computer equipment; assess maintenance needs; and lift/move up to one hundred (100) pounds.

EQUIPMENT OPERATED:

Vacuum cleaner, carpet shampooer, carpentry tools, lawn care implements, and power tools for repair and maintenance, hybrid/virtual meeting equipment, camera, computer, and video projection equipment.

OTHER WORKING CONDITIONS:

1. Works in or around crowds.
2. Has contact with cleaning supplies and materials.

TERMS OF EMPLOYMENT:

This is a full-time contract at the salary level established by the Southern Ohio Educational Service Center.

PERFORMANCE EVALUATION:

The Custodial and Maintenance Support Staff Member shall be evaluated in accordance with Southern Ohio Educational Service Center policies.

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by this employee. This employee will be required to follow the instructions and perform the duties required by the Southern Ohio Educational Service Center Governing Board.

Superintendent or Designee

Date

My signature below signifies that I have reviewed the contents of my job description and I am aware of the requirements of my position.

Employee

Date