CLAY COUNTY SCHOOLS

JOB POSTING

SERVICE PERSONNEL

Custodian III at Big Otter Elementary School – Evening Shift

Personnel employed to keep buildings clean and free of refuse, to operate the

heating/cooling systems, and to make minor repairs.

Classification definitions obtained from W.Va. Code §18A-4-8.

Job Description:

* Dust, clean, polish fixtures, woodwork and equipment.
* Wash windows and dust blinds.
* Clean restrooms and replenish with supplies.
* Sweep, mop, wax, and polish floors, stairs, corridors, and courts using brooms, mops, and buffer.
* Clean rugs and carpets with vacuum cleaner.
* Dispose of trash and waste materials.
* Clean doors, door facings, and walls with disinfectant.
* Assist in moving equipment.
* Check and replace light bulbs.
* Sweep sidewalks around buildings.
* Report safety hazards within and around buildings.
* List and report repairs needed.
* Store equipment.
* Keep stock of inventory and request supplies as needed.
* Perform minor repairs and maintain equipment.
* Clean shower rooms and gym.
* Help remove snow and clear sidewalk of ice.
* Operate and maintain weed eater, lawn mower, floor scrubber, floor buffer, and vacuum cleaner.
* Arrange table and chairs for breakfast and lunch.
* Secure the building at night.
* Operate hand and small power tools.
* Prepare facilities for activities and clean up after the activities.
* Shampoo carpets.
* Perform inspections for fire extinguishers and emergency lighting.
* Clean ceiling and restroom vents.
* Be able to lift all supplies and materials pertaining to the custodian position.
* Physical Requirements:
  + Must have physical strength, balance, hand-eye coordination, and stamina necessary to complete jobs in various areas.

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* + Must be able to lift and carry up to 50 pounds and push and/or pull 50-pound loads at a time.
  + Must be able to work in all weather conditions.
  + Must be able to stand and walk up to eight hours per day and climb multiple sets of stairs while carrying materials weighing between 30 and 60 pounds.
* Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Qualifications: Demonstrate aptitude for successful fulfillment of assigned

performance responsibilities. Currently employed by the Clay County Board of Education as a regular or substitute. Applicants outside custodian classification must successfully pass the State Custodian Test.

Terms of Employment: 200-day contract, effective the 2022-2023 school year.

Compensation: C Scale, plus increments for education and experience.

Date of Posting: February 21, 2023 – February 27, 2023

Apply in writing to Mrs. Joan Haynie, Superintendent of Clay County Schools, Post Office Box 120, Clay, West Virginia 25043. Bids must arrive in the Central Office by 3:00 p.m. on Monday, February 27, 2022. If mailing or faxing bid, contact the Central Office to confirm receipt of bid.

For additional information, please contact Mr. Anthony Boggs, Principal at (304) 286-3111.

The Clay County School System is an equal opportunity employer. Employment opportunities are offered without discrimination on the basis of race, color, national origin, gender, age, disability, and retaliation.