

MARTINS FERRY CITY SCHOOL DISTRICT

NOTICE OF VACANCY

Title of Position Elementary Custodian

Regular or New Position Bid Regular

Building Elementary School

Daily Hours 2:00 pm - 10:00 pm Weekly Hours 40 hrs.

Hourly Rate 20.77 - 23.08 (Shirt differential pay \$.20 per hour)

Job Description See Attached

BID SHEET MUST BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE DURING THE PERIOD BELOW:

Date Posted June 16, 2026

Application Deadline June 23, 2026 - 12:00 p.m.

NOTICE: Employment is on an hourly basis, not a salary basis. Any salary computations shown above are for payroll purposes only and are not a contractual guarantee of the number of hours or days to be worked.

APPLICATION MUST BE SUBMITTED ON OFFICIAL BID SHEET.

BID SHEETS ARE AVAILABLE IN THE SUPERINTENDENT'S OFFICE.

MARTINS FERRY CITY SCHOOLS
CUSTODIAN
JOB DESCRIPTION

Qualifications: Demonstrated aptitude for the following:

1. Insure the cleanliness of all aspects of the building and surrounding grounds.
2. Help create the proper instructional environment, including temperature, ventilation, building safety and cleanliness.
3. Demonstrated aptitude for the work to be performed.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Employment Status: Full Time

FLSA Status: Non-Exempt

Reports To: Building/Grounds Supervisor, Principal

Job Goal: To ensure the safety; cleanliness and other conditions necessary to help create the best possible learning environment.

Responsibilities/Essential Functions:

1. **HEATING:** In all buildings, the supervisor of maintenance and the building custodian shall have the entire management of the heating apparatus, the regulation of all radiators and furnaces; they shall have the temperature of the rooms set according to the outside weather conditions, and shall maintain this temperature during the school hours. Fresh air chambers shall be kept free from any accumulation of dirt, dust, or rubbish. Custodians should make frequent observation of all rooms during the day.
2. **FUEL:** The custodians shall study their heating plants and endeavor to burn fuel as economically as possible. Fuel or furnaces, and/or boilers should be cleaned regularly. It is the duty of the custodian to call to the attention of the buildings/grounds supervisor or building principal any work that needs to be completed beyond his/her limitations.
3. **SWEEPING:** They shall sweep or supervise the sweeping of each hall, classroom and stairway daily; more often if needed. They shall be required to keep the restrooms at all times in a neat, clean and orderly condition. They shall keep walls, ceilings, windows, and blinds free of cobwebs and dust.

CUSTODIAN cont.

4. **SCRUBBING:** They shall scrub the floors or halls, door handles, stair railings as often as necessary. Toilets and urinals shall be especially cleaned each day and also drinking fountains. Shower rooms should be scrubbed often and disinfectant used accordingly.
5. **WINDOWS:** All windows shall be washed on the inside and outside during the summer before school starts and as often as possible during the vacation periods. Broken glass is to be replaced as soon as possible.
6. **SUMMER CLEANING:** During the summer vacation, the buildings/grounds supervisor or building principal will work with the custodian in see that the necessary work details are completed before the beginning of the next school year.
7. **SUPPLIES AND REPAIRS:** They shall take care of brooms, brushes, shovels, waste baskets, etc. avoiding as far as possible all waste supplies and injury to any utensils or school furniture. They shall obtain supplies from the supervisor of maintenance. They shall report promptly to the buildings/grounds supervisor or principal any repairs needing the skill of a special mechanic. They shall make minor repairs as necessary. Such repairs shall include: replacing windows, light bulbs and tubes, faucets, tightening loose equipment and other small non-maintenance repairs.
8. **COOPERATION:** They shall at all times maintain a professional bearing, be kind and considerate to pupils, courteous to teachers, and helpful in maintaining order in the hallways, and on the school grounds or in the building after the dismissal hour, except as special permission is given by buildings/grounds supervisor or principal or with teacher sponsors.
9. **DISPLAYING THE FLAG:** They shall display the flag on each day school is in session, provided the weather be such that the flag will receive no injury
10. **MISCELLANEOUS:** An inventory of all tools and supplies shall be kept, clocks checked, materials requisitioned, all doors locked and unlocked, and fire hazards be eliminated.
11. Custodians shall perform summer maintenance work as directed by the buildings/grounds supervisor or his designee such as: roof repairs, field work, furnace repairs, outdoor building maintenance.
12. Perform other duties that may be assigned by the building/grounds supervisor or building principal.

CUSTODIAN cont.

- I. Physical demands for this position include the following: standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, reading, handling, speaking, hearing, seeing depth perception, seeing color vision, and repetitive hand action.
- II. Potential safety hazards of this position to be aware of:

This list is not inclusive:

- Bloodborne pathogens
- Unruly students/adults
- Slips/falls
- Falling objects
- Lifting
- Hazardous chemicals/Materials
- Ladders/scaffolding
- Electrical
- Eye/hearing protection
- Cuts
- Burns
- Compressed gas cylinders
- Tools (including power)
- Occasional operation of a vehicle under inclement weather conditions.

CUSTODIAN
JOB DESCRIPTION
MARTINS FERRY CITY SCHOOLS

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

(Signature)

(Date)