



OFFICE of HUMAN RESOURCES

5572 Princeton Road
Liberty Twp., OH 45011-9726
Office: 513-644-1193 Fax: 513-644-1182
www.lakotaonline.com

Position: CUSTODIAN - 2ND SHIFT

Department: Buildings & Grounds

Fair Labor Standards Act Status: Non-Exempt

Reports to: Manager of Facilities & Operations

Contract: 260 Days

District Overview

Lakota Local School District is a vibrant and dynamic educational community, serving over 18,000 students. Everything we do is designed to provide a future-ready, student-centered learning experience for every single child.

Summary

The **CUSTODIAN - 2ND SHIFT** is an individual contributor responsible for maintaining clean, safe, and hygienic school facilities that support student learning and district operations. This position performs routine custodial duties, supports building operations and events, and ensures facilities meet cleanliness, safety, and sanitation standards throughout the school day and after-hours as assigned.

Minimum Qualifications

- High school diploma or equivalent required.
- Valid driver's license required.
- Prior custodial experience preferred.
- Ability to follow written and verbal instructions and safely operate custodial equipment and cleaning supplies.
- Basic computer use for communication and work assignments is required.

Key Responsibilities

Custodial Cleaning & Sanitation

- Clean and sanitize classrooms, hallways, restrooms, offices, cafeterias, gyms, and common areas according to established schedules and procedures.
- Perform floor care including sweeping, dust mopping, wet mopping, scrubbing, buffing, stripping, waxing, and carpet extraction or shampooing as required.



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- Clean and disinfect high-touch surfaces such as door handles, railings, tables, desks, water fountains, and restroom fixtures.
- Remove trash and recycling, replace liners, and maintain cleanliness around dumpsters and exterior areas.

Building Support & Operations

- Assist with building opening and securing procedures, including setting alarms, monitoring doors, and responding to fire or security panels as directed.
- Support setup and cleanup for school events, activities, assemblies, and cafeteria service.
- Adjust temperatures, monitor basic building equipment, and report maintenance or safety issues to the Head Custodian or supervisor.

Equipment, Supplies, & Safety

- Safely operate and maintain custodial equipment, tools, and cleaning supplies.
- Maintain custodial closets and carts to ensure supplies and equipment are clean, organized, and stocked.
- Use personal protective equipment and follow safety procedures when handling chemicals, equipment, or biohazards.

Professional Expectations

- Work cooperatively as a member of the custodial and school team.
- Carry out assigned duties reliably and with attention to detail.
- Provide world class customer service, answer all emails in a timely manner, complete all Safe Schools training in a timely manner, and maintain strict confidentiality.
- Perform other duties as assigned by the supervisor or designee.

Knowledge, Skills, and Abilities

Knowledge

- Knowledge of standard custodial methods, sanitation practices, and cleaning procedures for school facilities.
- Knowledge of proper use, storage, and disposal of cleaning chemicals and supplies.
- Knowledge of workplace safety practices, including use of personal protective equipment and handling of biohazards.
- Knowledge of basic building security and emergency response procedures.

Skills



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- Skill in performing routine custodial cleaning tasks with efficiency and attention to detail.
- Skill in safely operating custodial equipment and tools.
- Skill in managing time, following cleaning schedules, and prioritizing assigned tasks.
- Skill in communicating effectively with supervisors, staff, students, and building occupants.
- Skill in providing world class customer service in a school environment.

Abilities

- Ability to work independently and as part of a team.
- Ability to follow written and verbal instructions and established procedures.
- Ability to maintain confidentiality and professionalism at all times.
- Ability to perform physical work including lifting, bending, standing, walking, and repetitive motions.
- Ability to adapt to changing priorities, schedules, and building needs.

Working Conditions

- Work is performed in a school and custodial environment.
- Ability to lift up to 50 pounds; bending, lifting, twisting, standing, and repetitive motions required.
- Exposure to cleaning chemicals, equipment, body fluids, and varying indoor and outdoor conditions.

This 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 employee. The employee will be required to follow the instructions and perform the reasonable duties required by the employee's supervisor and/or appointing authority.

Lakota Local School District is an Equal Opportunity Employer

Board Approved: March 23rd, 2026.