



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 - HEAD (K-9)

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 - HEAD (K-9)** is an individual with site-based leadership responsibilities responsible for overseeing daily custodial operations in a K–9 school setting. This position ensures a clean, safe, and well-maintained learning environment by coordinating custodial staff, performing hands-on custodial and light maintenance work, and supporting building operations, safety, and security throughout the school day.

Minimum Qualifications

- High school diploma or equivalent required.
- Valid driver's license required.
- Prior custodial or facilities experience required; experience coordinating or leading staff preferred.
- Ability to read, understand, and follow written and verbal instructions.
- Ability to use basic computer systems and district technology applications.

Key Responsibilities

Building Operations & Custodial Services

- Oversee daily custodial operations to ensure classrooms, hallways, restrooms, offices, cafeterias, and common areas are clean, safe, and orderly.
- Perform hands-on custodial duties including cleaning, floor care, sanitation, waste removal, and setup or breakdown of spaces as needed.
- Monitor custodial workloads and reassign duties as necessary to meet building needs.



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Staff Coordination & Support

- Coordinate and provide day-to-day direction to custodial staff to ensure coverage, efficiency, and compliance with district expectations.
- Assist with training custodial staff on cleaning procedures, equipment use, safety practices, and district protocols.
- Support a positive team environment and model professionalism and accountability.

Safety, Security, & Compliance

- Assist with building opening and securing procedures, including monitoring doors, alarms, and lighting as appropriate.
- Support emergency procedures, drills, and response activities in coordination with school administration and district staff.
- Monitor building conditions and report safety, security, or maintenance concerns promptly.

Maintenance & Facility Support

- Perform minor maintenance and repairs within scope of assignment, including changing bulbs, basic plumbing repairs, and furniture moves.
- Submit work orders and coordinate with maintenance staff or supervisors as needed for larger repairs or projects.
- Monitor and maintain custodial supplies, tools, and equipment inventory.

Event & School Day Support

- Assist with setup and cleanup for school events, activities, and meetings.
- Support student arrival and dismissal activities as assigned, including playground and common area readiness.

Professional Expectations

- Maintain a positive attitude and work cooperatively as a team member.
- Work effectively with minimal supervision and apply sound problem-solving skills.
- 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



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- Knowledge of custodial cleaning methods, sanitation standards, and school facility operations.
- Knowledge of basic supervision, staff coordination, and workflow management.
- Knowledge of building safety procedures, security practices, and emergency response protocols.
- Knowledge of custodial equipment, tools, and proper handling of cleaning chemicals.

Skills

- Skill in coordinating and directing custodial staff while performing hands-on custodial work.
- Skill in organizing daily work assignments and adjusting priorities as needed.
- Skill in basic maintenance tasks and operation of custodial equipment.
- Skill in effective communication with administrators, staff, students, and visitors.
- Skill in providing world class customer service in a school setting.

Abilities

- Ability to lead by example while remaining an active, working member of the custodial team.
- Ability to work independently and exercise sound judgment.
- Ability to maintain confidentiality and professionalism at all times.
- Ability to perform physical custodial and minor maintenance work, including lifting, bending, and standing for extended periods.
- Ability to adapt to changing daily schedules and school operational needs.

Working Conditions

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



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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.