

Old Trail School

Old Trail School is an independent, coeducational day school for students aged two through grade eight. Located within Cuyahoga Valley National Park in Bath, Ohio, the School offers a personal, nurturing and academically challenging program to students and families in a five-county region that emphasizes excellence in academics, athletics and the arts.

Old Trail School is an Equal Opportunity Employer and all employment decisions are made without regard to religion, gender, race, color, national or ethnic origin, marital status, sexual orientation, physical challenge, or veteran status. This policy extends to all aspects of recruiting, hiring, promotion, training, compensation and benefits.

If you have questions or a grievance related to this policy, please contact Sarah Johnston, Head of School, at 330.666.1118 or mail to: Old Trail School, 2315 Ira Road, P.O. Box 827, Bath, Ohio 44210-0827.

POSITION: EVENING CUSTODIAL STAFF MEMBER

START DATE: IMMEDIATE OPENING

REPORTS TO: DIRECTOR OF FACILITIES AND HEAD CUSTODIAN

CLASSIFICATION: FULL-TIME, NON-EXEMPT; SALARIED WITH BENEFITS

HOURS: 3:30 P.M. – 11:30 P.M. WITH SOME OVERTIME HOURS EXPECTED; SUMMER BREAK HOURS ARE DAY SHIFT

COMPENSATION: COMPETITIVE WITH AREA INDEPENDENT SCHOOLS

JOB DESCRIPTION:

Old Trail School is looking for a hard-working individual with a strong work ethic to join the evening housekeeping staff. It is expected that the individual will arrive to work on time and be able to work independently and/or cooperatively in a team environment. This position is expected to be proactive and respond to housekeeping requests in a timely manner. Staff member should possess the stamina and physical ability to lift and move heavy objects, upwards of 50 lbs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs routine maintenance (minor electrical repair including light bulb, switch, and receptacle replacement; minor plumbing repairs including the replacement of toilet parts, traps, replacement of toilet seats, plunging and/or snaking clogs in sinks and toilets; minor equipment repair; minor fixture and hardware repair; replacement of ceiling tile and moldings, etc.)
- Building repairs as determined by the Director of Facilities or the Housekeeping Supervisor.
- All phases of housekeeping duties. All members of the housekeeping staff will receive a specific area assignment and will be responsible for fulfilling all duties associated with that area.
- Performs required area tasks such as vacuuming, scrubbing floors (including stairs) by mop and floor machines, dust mop floors, buff floors using buffer machine, run carpet extractor, emptying all waste

receptacles and pencil sharpeners, refilling toilet tissue, towel and soap dispensers, sweeping all window screens, removing cobwebs, cleaning all windows, chalkboards, and bathroom fixtures.

- Responsible for dusting all stairwells, sanitizing specific classroom areas using bleach and or other cleaners on a routinely basis.
- Sets up and tears down furniture for events, ensuring that proper configurations and arrangements are in accordance with requests.
- Keeps the exterior of the building and adjacent grounds clean and litter free.
- Removes snow and ice from walkways, steps, and entryways.
- Unlocks/locks building as required and keeps all classroom and office doors locked when not in use.
- Assists with all deliveries.
- Communicates with the other custodians regarding daily occurrences and events.
- Keeps building in a neat and presentable fashion; also keeps play areas neat and clean.
- Maintains the necessary supplies and equipment to perform custodial tasks.
- If applicable, assists lunchroom personnel in the housekeeping duties during the lunch periods.
- Performs thorough cleaning of the building during summer months under the direction of the Director of Facilities.
- Follows all OSHA safety standards.

POSITION REQUIREMENTS:

- High School diploma or equivalent
- Must be able to lift 50 lbs. or more
- Must be able and willing to work around occasional exposure to blood and other bodily fluids
- Must have the computer literacy to login and check communications from other employees and respond appropriately and in a timely manner
- Must be able to mix cleaning solutions as directed and use safety precautions when handling chemicals.

In addition to the primary responsibilities listed above and understanding that not all tasks involved with these responsibilities are itemized; the Housekeeping Staff is also required to perform any task assigned by the Head Custodian or Facilities Director on an "as needed" basis. This position may, on occasion, be asked to assist other personnel in the School, in the performance of their duties. It is expected that this position will show initiative in problem solving, be of assistance to visitors and contribute to the School in a positive and proactive manner.