

## Custodian

### Job Information:

Title/Position: Custodian  
Date Posted: April 29, 2022  
Date Closed: Until position is filled  
Category: Maintenance  
Employment Type: Full-Time and Part-Time Needed  
Start Date: June 1, 2022  
Corporation Name: Loogootee Community School Corporation

### Job Description:

- Performs general, routine custodial duties, to include dusting, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.
- Performs routine maintenance to custodial equipment and supplies.
- Empties trash receptacles, disposes trash into compactors and/or dumpsters, and bags trash for proper disposal.
- Unlocks doors, ensuring doors are locked after cleaning areas.
- Reports needs and concerns to appropriate staff, which may include submitting or recommending work orders and checking supply levels; for positions within on-campus residence halls, responsible for reporting concerns related to on-campus residents.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.
- Assists in on-the-job training of new staff on routine procedures.
- Performs cleaning functions specific to the assigned facilities and/or based on seasonal/project requirements.
- May provide vendors with access to areas for cleaning and may answer basic questions. May report issues with vendors to supervisor.
- May assist or perform snow removal activities and minor maintenance, such as replacing light bulbs, adjusting furniture, or other similar activities.
- Performs miscellaneous job-related duties as assigned.

### Job Qualifications:

- Less than high school; no previous experience required.

### Contact Information:

Name: Georgia Templin  
Email: [gtemplin@loogootee.k12.in.us](mailto:gtemplin@loogootee.k12.in.us)

### Application Materials:

- Completed Classified [Employment Application](#)