

NOTICE OF VACANCY
2025-2026

Warren Local School District
220 Sweetapple Road, Vincent, OH 45784

Vacancy: Head Custodian
B-IV Classification
High School

Contact: Vicki Lowe, Superintendent’s Secretary
740-678-2366 ext. 3801
vicki.lowe@warrenlocal.org

Description of Duties: See attached Job Description
260 Contract Days
Eight (8) hours daily

Salary Range: Per OAPSE/WLSD Negotiated Contract

BID NOTICE PROCEDURES: Complete for number 1X-VA-76 “Vacancy Application” and file with Vicki Lowe.

It is the policy of the Warren Local School District that educational activities, employment, programs, and services are offered without regard to race, color, religion, sex, national origin or ancestry, age status or handicap.



Superintendent

4/21/25
Date

Job Description

Warren Local School District

Position:	Head Custodian
Reports To:	Building Principal and Maintenance Supervisor
Supervises:	All custodians assigned to the building
FLSA Status:	Non - Exempted
Classification:	Custodial
Salary Schedule:	B-IV
Employment Status:	260 Contract Days
Job Goal:	To maintain the physical school plant and grounds in a condition of operating excellence so full educational use of them may be made at all times.
Evaluation:	Job performance is evaluated following policy provisions adopted by the Warren Local School District Board of Education.

Qualifications:

1. High school graduate or equivalent (GED) preferred.
2. Demonstrate aptitude of competence for assigned responsibilities.
3. Can display a strong mechanical aptitude.
4. Background in facility maintenance and cleaning; either in experience or professional training, or both.
5. Must possess supervisory and organizational skills.
6. Must possess good communication skills.
7. Be able to work effectively without supervision.
8. Such alternative to the above qualifications as the Board may find appropriate and acceptable.

Performance Responsibilities:

1. Directly supervises building custodial staff and their layout of duties.
2. Devise and implement custodial and maintenance schedules.
3. Work with administration in all custodial and maintenance matters.
4. Work cooperatively with outside specialists dealing with maintenance items.
5. Additional duties are determined by the school assigned in the district.
6. Plans and oversees all maintenance and repair work; maintaining a high standard of safety, cleanliness, and efficiency.
7. Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment.
8. Strives constantly to promote the safety, health, and comfort of the students and employees.
9. Other duties as assigned by the maintenance supervisor or other administrative authorities.

The job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the principal. Further, duties will vary from building to building contingent upon hours worked and other variables.

Principal/Supervisor

Date

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. I further certify that I have reviewed the contents of my job description.

Signature

Date

Board Approved: September 23, 1985
Revised: February 22, 1993

pc: Personnel File