

HILLSDALE LOCAL SCHOOL DISTRICT

CUSTODIAN & MAINTENANCE HANDBOOK

2026-2027



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Welcome Message

Dear Custodial and Maintenance Team,

Welcome back to another school year at Hillsdale! Before the first bell rings, the floors magically shine, or someone says, “It was like that when I got here,” I want to say thank you. What you do every day keeps our buildings safe, clean, and functional. While you don’t always get the spotlight, you definitely keep the show running.

You’re the reason classrooms are ready, doors unlock, lights turn on, and school events happen without chaos. Whether you’re handling daily routines, responding to emergency calls that begin with “I don’t know what happened, but...,” or fixing something that absolutely, positively *worked yesterday*, you keep Hillsdale moving; usually before most people have had caffeine ~~or common sense~~.

As we head into the year, let’s keep working together, supporting one another, and doing the important work that no one notices... until it doesn’t get done. If you have questions, concerns, or ideas, my door is always open, unless I’m tracking down a radio, a ladder, or that one tool that definitely did *not* walk away on its own.

Here’s to another year of clean halls, a functioning building, quick fixes, and fewer “uh-oh” moments (fingers crossed). Thank you for everything you do, and for saving the day more times than anyone will ever realize.

Sincerely,

Scott Hinkle

Custodial/Maintenance Supervisor

Hillsdale Local School District

Mission, Vision, Motto



Hillsdale Mission
Focused on success through innovation,
empowerment, and collaboration

Vision:
The Hillsdale Local Schools, in partnership with the
community, will build character and expect excellence by
providing a safe and challenging environment that
prepares students to be successful in life.

Hillsdale Motto
Building Character. Expecting Excellence.

Introduction

The Hillsdale Local School District Custodial Handbook outlines the expectations, responsibilities, and procedures for all custodial and maintenance staff. This team plays a vital role in maintaining clean, safe, and well-functioning facilities that support learning and daily operations. The handbook serves as a guide to promote consistency, efficiency, and high standards across all custodial and maintenance operations.

Community Connection

Custodial and maintenance staff are a visible and valued part of the Hillsdale school community. Through daily interactions with students, staff, and visitors, they provide a friendly, supportive presence that helps create a welcoming atmosphere. Their work directly influences how the school is perceived by families and community members, ensuring that Hillsdale's facilities reflect pride, care, and professionalism.

Crisis Management

Custodial and maintenance staff often serve as first responders during unexpected situations, including plumbing failures, power outages, severe weather, or facility damage. Their ability to act quickly, remain calm, and follow established emergency procedures is critical to maintaining safety and minimizing disruptions to school operations.

Custodial Shifts and Work Hours

Custodial staff work staggered shifts to ensure continuous coverage and cleanliness throughout the school day and overnight.

Work Schedule:

- First Shift: 6:30 a.m. – 3:00 p.m.
- Second Shift: 2:30 p.m. – 11:00 p.m.
- Third Shift: 10:30 p.m. – 7:00 a.m.

Each shift includes a 30-minute overlap to allow staff to communicate completed tasks, discuss concerns, and ensure a smooth transition between shifts.

General Custodial Responsibilities

All custodial staff members are expected to:

- Sweep, mop, and vacuum floors and carpets
- Clean and disinfect restrooms, locker rooms, and high-touch surfaces
- Empty trash and recycling receptacles
- Dust and sanitize desks, tables, door handles, and common surfaces
- Maintain entrances, sidewalks, and surrounding areas free of debris and hazards
- Monitor HVAC systems and report issues promptly
- Respond quickly to spills and cleaning emergencies
- Secure buildings at the end of each shift
- Assist with snow and ice removal during the winter months
- Maintain equipment and report malfunctions or repair needs

Head Custodian

The Head Custodian is responsible for the daily and annual cleaning and maintenance of assigned buildings and grounds. This position reports directly to the Maintenance Supervisor and provides leadership to ensure facilities remain clean, safe, and orderly.

Head Custodian Responsibilities

- Ensure all assigned duties are completed efficiently and effectively
- Perform routine cleaning and minor maintenance tasks
- Address minor repairs or report issues to the Maintenance Supervisor
- Ensure proper use, storage, and handling of cleaning supplies and equipment
- Monitor inventory and request supplies as needed
- Train and support custodial staff in safety procedures and best practices
- Conduct daily facility inspections and address concerns
- Coordinate with custodial shifts to ensure continuity of operations
- Follow all safety and emergency protocols
- Assist with setup and teardown for school events as needed

Hourly Custodian

Hourly Custodians perform assigned cleaning and maintenance tasks under the direction of the supervisor, as outlined in the job description.

Hourly Custodian Responsibilities

- Complete assigned cleaning and maintenance duties
- Maintain the cleanliness of classrooms, hallways, restrooms, and common areas
- Report maintenance or safety concerns promptly
- Follow district cleaning protocols and safety procedures
- Maintain equipment and supplies in proper working order

Hourly Maintenance

Hourly Maintenance employees perform maintenance duties as outlined in the maintenance job description, supporting the upkeep, repair, and functionality of district facilities and systems.

Importance of Custodial/Maintenance Staff in the Community

Custodial and maintenance staff in the Hillsdale Local School District play a vital and multifaceted role. Their work extends beyond cleaning and repairs. They are essential to maintaining a safe, healthy, and welcoming learning environment that supports student success and staff productivity.

Inclusivity and Accessibility

Custodial and maintenance teams help ensure all facilities are clean, functional, and accessible to everyone. Their work supports compliance with ADA requirements and ensures that students, staff, and visitors, including individuals with disabilities, have equitable access to school spaces and resources.

Performance Expectations and Professional Conduct

Custodial staff are expected to:

- Arrive on time and prepared for scheduled shifts
- Communicate effectively with supervisors and coworkers
- Follow all district policies and procedures
- Demonstrate professionalism and respect toward students, staff, and visitors
- Maintain confidentiality regarding student information and school operations

Reliability and Efficiency

Through consistent daily work, custodial and maintenance staff ensure school operations run smoothly. Maintaining clean classrooms, functional restrooms, and properly operating HVAC systems helps prevent disruptions and supports a stable learning environment for all.

Safety

Custodial and maintenance staff play a critical role in ensuring a safe school environment by identifying and addressing hazards, including spills, malfunctioning equipment, and structural issues. They also support emergency preparedness efforts by responding to fire alarms, power outages, and severe weather events.

Safety and Emergency Procedures

All custodial staff must:

- Follow OSHA regulations and district safety guidelines
- Use required personal protective equipment (PPE)
- Report unsafe conditions immediately
- Be familiar with evacuation routes and emergency procedures
- Properly handle, store, and dispose of chemicals and cleaning agents

Supporting Education

A clean, well-maintained facility enhances student focus, reduces health risks, and minimizes distractions. Proper lighting, temperature control, and building functionality all contribute to an environment that supports teaching and learning.

Training and Professional Development

Custodial staff are required to complete initial training in cleaning procedures, equipment operation, and safety protocols. Ongoing refresher training and additional professional development opportunities may be provided to ensure continued compliance with best practices and to support career growth.

Conclusion

The custodial and maintenance team at Hillsdale Local School District plays an essential role in maintaining safe, clean, and functional learning environments. By adhering to the expectations and responsibilities outlined in this handbook, team members help ensure the success of daily operations and support the well-being of students, staff, and the broader school community. Your dedication truly helps Hillsdale continue to *Take Flight*.

Statement of Understanding and Agreement

I acknowledge that I have received, read, and understand the contents of the Custodial/Maintenance Staff Handbook provided by the Hillsdale Local School District. I agree to adhere to all policies, procedures, and guidelines this handbook outlines.

I understand that these policies and procedures are designed to ensure the safety and well-being of all students and staff. I recognize that I am responsible for familiarizing myself with these guidelines and applying them consistently in my role.

I further understand that failure to adhere to these guidelines may result in disciplinary action, up to and including termination of employment, depending on the severity of the violation, based on the OAPSE contract. I agree to promptly report any concerns or violations of these policies that I may observe in the course of my duties.

By signing below, I commit to performing my duties according to the highest standards of safety and professionalism as set forth by the Hillsdale Custodial/Maintenance Department.

Signature: _____

Date: _____

Signature form to be filed with the Custodial/Maintenance Department