Licking Valley Local School District
1379 Licking Valley Road NE
Newark, OH 43055

Job Posting: 2026-2027 School Year
Position: Full Time Elementary School 2nd Shift Custodian
Reports to: Elementary School Head of Maintenance
Primary Contact: Jack Shinn
Email: shinnj@lvschools.us
Starting Date: To Be Determined
Application Deadline: Until Filled
Pay: Commensurate with Experience

Job Objectives

Performs custodial duties to keep the school building, grounds, equipment, and furnishings clean, safe, and well maintained. Keeps the director of district services, principal, and head custodian informed about maintenance concerns and emerging issues.

Minimum Qualifications

- High School Diploma.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Meets all mandated health requirements.
- Ability to read and comply with Material Safety Data Sheets (MSDS).
- Available to respond to building and/or service emergencies.

Essential Functions

The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs custodial duties, including the regular and orderly removal of trash; washing, stripping, and waxing floors; sanitizing and re-supplying toilet rooms; and cleaning furniture, fixtures, walls, and windows.
- Checks daily to find out if a school activity requires preparation or clean up.
- Takes the initiative to perform routine tasks independently.
- Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- Anticipates needs and replenishes supplies to avoid work schedule interruptions.
- Deals with unexpected situations (e.g., ill children, spills, broken glass).
- Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids, and/or body tissues.
- Complies with safety regulations and environmental laws. Ensures that custodial supplies and chemicals are labeled and stored safely.

- Monitors building conditions during working hours. Recognizes when problems may be developing (e.g., unusual odors, noises, leaks) and immediately reports suspected problems and/or unsafe conditions to the head custodian. Maintains clear routes to fire exits.
- Performs routine preventive maintenance and minor repairs as directed and trained (e.g., changing light bulbs and filters, tightening loose fixtures, patching minor wall damage) that do not unduly disrupt the routine work schedule. Avoids disrupting building activities except during emergencies. Reports larger issues to the head custodian.
- Visually checks that emergency lights and exit signs are working and reports problems. Anticipates and is prepared for fire, health, and safety inspections.
- Helps with the receipt of deliveries. Unloads trucks, inspects packages for damage, verifies quantities, and organizes and stores supplies.
- Prepares and submits reports, records, and inventories as directed.
- Promptly documents all injuries that require medical attention.
- Performs grounds keeping duties. Maintains and prepares equipment for storage.
- Removes snow, ice, and debris along sidewalks to public entrances.
- Helps keep playground areas clean and safe, and reports hazards or damaged equipment.
- Acts responsibly to protect district equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.
- Helps manage building security. Assists rental groups as directed. Directs visitors to the office. Secures the building at the end of the workday.
- Takes precautions to ensure staff/student safety. Watches for behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress) and intervenes and/or reports concerns to an administrator.
- Reports student discipline problems, vandalism, and other related concerns.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Upholds board policies and follows administrative procedures.
- Participates in staff meetings, occupational safety and health training, and professional growth opportunities as directed.
- Wears appropriate work attire and maintains a neat appearance.
- Performs other job-related duties as directed.

Abilities Required

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates personal initiative to learn and advance in the job position.
- Is willing to make a positive contribution to achieving the district's vision, mission, and goals.
- Supports the district's strategic direction and represents the Licking Valley district well.
- Demonstrates flexibility and a willingness to accept new challenges.
- Works cooperatively and collaboratively as a member of a high-performing team.
- Models professional behavior, skills, ability, and attitude, and serves as a positive role model for others.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Completes paperwork accurately.

- Maintains an acceptable attendance record and is punctual.
- Basic building maintenance skills are helpful but not required; training is provided.

Working Conditions

District policies/procedures address workplace issues to minimize exposure to the following situations and factors that may not always be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, working at various heights, and in confined spaces.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for adverse contact with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Licking Valley Local School District Board of Education.

The Licking Valley Local School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

To Apply:

1. Email a letter of interest and resume to Jack Shinn at shinnj@lvschools.us
2. Fill out the Google Form Application: Application Link