



## Portage Lakes | Career Center

**Date Posted:** 04/24/2023 **Application Deadline:** Ongoing

**Position:** Substitute Custodian/Maintenance

**Reports to:** Director of Building & Grounds

**Work Period:** As Needed

**Classification:** Classified

**Salary:** \$17.00/hour

**Benefits:** None

**Qualifications:**

1. High School diploma or equivalent
2. Valid driver's license
3. Experience in cleaning or general maintenance work
4. Knowledge of basic cleaning equipment, materials, and methods
5. Knowledge of maintenance and repair requirements of large buildings
6. Ability to locate and repair minor defects in plumbing, electrical, and mechanical equipment, and installations
7. Ability to lift a minimum of 80 pounds
8. Ability to follow oral and written directions
9. Good health, attendance, and high moral character
10. Ability to establish and maintain effective working relationships with teachers, students, and fellow employees
11. Pass BCI & FBI records check and/or other district pre-employment requirements

**Principal Duties:**

1. Sweep, mop, dust, scrub, wax, buff, and otherwise clean school facilities
2. Clean lavatories and replenish lavatory supplies
3. Clean blackboards, trays, and erasers
4. Empty wastebaskets and move trash to appropriate waste containers
5. Clean windows and glass
6. Open and/or close school building; secure lights, locks, gates, and doors; utilize security system
7. Sweep and/or shovel snow and dirt from walkways and school grounds
8. Perform lawn mowing and other outdoor landscaping work
9. Assist in loading, unloading, and moving school supplies, materials, equipment, and furniture
10. Assist in the set-up and tear down of special events
11. Repair and maintain school buildings and grounds using hand and power tools
12. Repair and maintain district equipment and organize work materials for assigned tasks
13. Assist with inventories as needed
14. Perform other duties and maintenance work as requested by district administrators

**Apply to:** Application may be made by forwarding a resume and a letter of interest to [employment@plcc.edu](mailto:employment@plcc.edu) or:

Office of the Superintendent  
Portage Lakes Career Center  
4401 Shriver Road  
Uniontown, OH 44685

**Equal Opportunity:**

The Portage Lakes Joint Vocational School District is an equal opportunity educational institution. Employment and educational programs are offered without regard to race, color, religion, national origin, gender, disability, military status, ancestry, age, genetic information or any other legally protected characteristic and provide equal access to the Boy Scouts and other designated youth groups. The district prohibits harassment of individuals in any form. Any alleged act of discrimination or harassment should be referred to Mr. Gregg Clark, Compliance Coordinator, at 330-896-8200.