

Jackson Center Schools

204 South Linden Street | P.O. Box 849 | Jackson Center, Ohio 45334-0849 | Fax: 937-596-6490

William M. Reichert
Superintendent
Ph: 937-596-6053

Tony Meyer
Treasurer
Ph: 937-596-6053

Jeff M. Reese
4-12 Principal
Ph: 937-596-6149

Ginger Heuker
Pre K-3 Principal
Ph: 937-596-6053

Posting: Full Time Custodian

9/25/26

The full time custodial position at Jackson Center Schools is a 40/hr per week, 12 month per year position. We offer very competitive pay and EXCELLENT benefits. During the school year, custodial applicants are expected to work 8 hours per evening with the hours usually being fulfilled after the school day is complete. Some weekend work may also be needed. During the summer months, the hours are set by the supervisor and/or the superintendent. Additional hours during the school year and summer could be requested by the maintenance supervisor or the superintendent.

General duties include:

1. Support and uphold the policies of the district and the mission of Jackson Center Schools
2. Clean and sanitize classrooms, bathrooms, work rooms, hallways, and carpeted areas as assigned by the supervisor or the superintendent
3. Assist with the set up and clean-up for meetings and special events
4. Maintain exterior entrances, walkways and grounds as requested by the supervisor and/or superintendent
5. Conduct periodic maintenance activities and minor repairs and communicate other maintenance issues to the supervisor or superintendent
6. Meet with and monitor work of outside contractors
7. Fulfill all other reasonable requests made by the supervisor or superintendent

Minimum qualifications:

Education/Certification: High school diploma or equivalent

Experience: None required

Knowledge, abilities, and skills:

- Required to work independently or with others when needed
- Required to lift or carry furniture, equipment, and supplies
- Required to perform walking, stooping, bending, pulling and pushing, climbing, twisting, grasping, and reaching overhead
- Required to work with chemicals, exposure to dust, and slippery and uneven walking surfaces
- Required to work in various climate conditions

** This job description should act solely as a guide for the position described above. It may not be comprehensive

Interested applicants should submit a letter/email of interest to Bill Reichert, Superintendent – Jackson Center Schools. b_reichert@jctigers.org. The position will be filled as soon as possible.