



**Substitute Custodians needed for 2025-2026 School Year!**

**Competitive Pay! Great Staff and Students!**

Portage Lakes Career Center is on the lookout for Substitute Custodians!

**Application Deadline: Ongoing**

**Position: Substitute** Custodian/Maintenance

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

**Work Period:** Subs are called to work on an "as needed" basis to fill in for staff absences

**Classification:** Classified

**Salary:** \$19.00/hour

**Principal Duties:**

1. Sweep, mop, dust, scrub, wax, buff, and otherwise clean school facilities
  - Clean lavatories and replenish lavatory supplies
  - Empty wastebaskets and move trash to appropriate waste containers
  - Clean windows and glass
2. Open and/or close school building
  - secure lights
  - locks
  - gates, and doors
  - utilize security system
3. Sweep and/or shovel snow and dirt from walkways and school grounds
4. Perform lawn mowing and other outdoor landscaping work
5. Assist in loading, unloading, and moving school supplies, materials, equipment, and furniture
6. Assist in the set-up and tear down of special events

7. Repair and maintain school buildings and grounds using hand and power tools
8. Repair and maintain district equipment and organize work materials for assigned tasks
9. Assist with inventories as needed
10. Perform other duties and maintenance work as requested by district administrators

**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

**Apply to:** Application may be made by forwarding a resume and letter of interest to:

Office of the Superintendent

Portage Lakes Career Center

4401 Shriver Road

Uniontown, OH 44685

**Equal Opportunity:**

Portage Lakes Career Center (PLCC) is committed to equal opportunity for all governed by the protections of Title IX, IDEA, Title VI (Civil Rights), Title VII (Civil Rights) and the Americans with Disabilities Act (ADA). The district prohibits harassment of individuals in any form. Any alleged act of discrimination or harassment should be referred to Mr. Gregg Clark, Title IX Coordinator, Portage Lakes Career Center, 4401 Shriver Road, Uniontown, OH 44685, phone: 330-896-8200.