



# **COYLE PUBLIC SCHOOLS**

**“HOME OF THE BLUEJACKETS”**

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## **Job Description**

**Position Title:** Full-Time Custodian

**Location:** Coyle Public Schools, Coyle, Oklahoma

**Reports To:** Superintendent and/or Building Principal

**Employment Status:** Full-Time, 12-Month Position

## **Position Summary**

Coyle Public Schools is seeking a dependable, hardworking, and self-motivated Full-Time Custodian to help maintain a clean, safe, and welcoming learning environment for students, staff, and visitors. The preferred work schedule is an evening shift from **2:00 p.m. to 10:00 p.m.**, with flexibility available based on district needs, special events, and seasonal requirements.

## **Essential Duties and Responsibilities**

- Clean and sanitize classrooms, restrooms, offices, hallways, cafeterias, locker rooms, and common areas.
- Sweep, mop, vacuum, wax, and maintain floors throughout district facilities.
- Empty trash and recycling containers and dispose of waste properly.
- Clean windows, glass surfaces, doors, and fixtures.
- Replenish restroom and custodial supplies as needed.
- Assist with setup and teardown of facilities for school activities, athletic events, meetings, and community functions.
- Perform minor maintenance tasks and report maintenance concerns to administration.
- Maintain grounds around school buildings, including sidewalks, entrances, and outdoor common areas.
- Assist with snow, ice, and weather-related facility preparation when necessary.
- Follow district safety procedures and properly handle cleaning chemicals and equipment.
- Secure buildings, doors, and gates at the conclusion of assigned shifts.
- Respond to custodial emergencies and assist with special cleaning projects as assigned.
- Work cooperatively with staff, students, and community members.

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- Perform other duties as assigned by the Superintendent or Building Principal.

## **Qualifications**

- High school diploma or GED preferred.
- Previous custodial, maintenance, or related experience preferred.
- Ability to operate custodial equipment and cleaning tools safely.
- Ability to lift, carry, push, and pull up to 50 pounds regularly.
- Ability to work independently with minimal supervision.
- Dependable attendance and strong work ethic.
- Ability to pass a criminal background check and meet all district employment requirements.

## **Physical Requirements**

- Frequent standing, walking, bending, stooping, kneeling, climbing, and lifting.
- Ability to work indoors and outdoors in varying weather conditions.
- Ability to safely use cleaning chemicals, ladders, and custodial equipment.

## **Work Schedule**

- Preferred Schedule: Monday through Friday, 2:00 p.m. – 10:00 p.m.
- Flexibility may be available based on district needs and employee availability.
- Occasional overtime, weekend work, or schedule adjustments may be required for special events and emergency situations.

## **Terms of Employment**

Salary and benefits shall be established by the Coyle Board of Education according to district policies and available funding.

## **Mission**

Employees of Coyle Public Schools are expected to support the district's vision of **“Honoring our Past, Building our Future, Strengthening the Hive”** while providing a safe, clean, and positive environment that promotes student success.