

**PROBATIONARY EMPLOYEES ARE NOT ELIGIBLE TO APPLY
FOR VACANCIES DURING THEIR PROBATIONARY PERIOD.**

**All education that is indicated on your application must be supported
by attaching a scanned copy of your high school diploma,
high school transcript or college transcript.**

Shift Hours: 3:00 pm – 11:30 pm
(shifts are subject to change at any time/summer hours may apply)

Required Qualifications:

- Ability to read and write equivalent to a 10th grade educational level.
- Ability to use a computer and properly use a FCPS email account.
- Some knowledge of cleaning methods, materials, and equipment.
- Some skill in the use of small equipment used in routine cleaning.
- Ability to work flexible schedules; day, evening, and nightshifts.

Please Note: A written test **MUST** be completed before your application will be considered. It is the applicant's responsibility to submit a completed application and complete the written test before the deadline date. The test is administered Monday – Friday, 8:30 a.m. – 10:30 a.m. and 1:30 p.m. – 3:30 p.m. at 191 South East Street, Frederick, Maryland 21701.

Please Note: Selected candidate must satisfactorily pass the appropriate medical examination and drug test for the position.

Physical Requirements:

- Able to walk, sit, stand, climb, balance, stoop, kneel, twist, reach above shoulders, crouch, or crawl for varying periods of time.
- Able to access elevated workspaces via ladders and man lifts.
- Able to work in environments subject to hot and cold temperatures along with hazards such as: airborne particulates, chemical exposure, plant pollens, blood borne pathogens, and falling. Must be able to employ the personal protective equipment necessary to protect against these situations.
- The employee must regularly lift and / or move up to 50 pounds and occasionally lift and / or move over 50 pounds.
- Capable of performing the essential functions of the position with or without reasonable accommodations.

Preferred Qualifications:

- High school diploma or G.E.D. equivalent.
- One (1) year of paid, professional experience in the custodial field, or an equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.
- Knowledge of occupational hazards and standard safety practices.
- Valid driver's license.
- Familiarity with FCPS policies, goals, and programs.

Essential Functions:

The custodian maintains facilities in a condition of operating excellence, cleanliness, and safety to maximize and optimize facility use by students, staff, and visitors. Reporting directly to the Principal, Assistant Principal,

Building Manager, or their designee the Custodian performs the following duties:

Essential Custodial Duties:

- Consistently perform daily custodial tasks in assigned area including: empty trash and recycle containers, remove visible dirt and debris from floors, wet mop all hard surface floors, rearrange furniture, and clean and sanitize restrooms, locker rooms, and drinking fountains.
- Consistently perform periodic custodial tasks in assigned area including: low and high dusting, window cleaning, wiping down furniture and work surfaces, burnishing tile floors, and washing walls.
- Perform seasonal tasks including: snow and ice removal, salt spreading, grass mowing, line trimming, mulching, raking, policing grounds for trash, and weeding.
- Perform deep cleaning tasks including: refinishing tile floors, refinishing wood floors, high cleaning from a ladder or man lift, washing furniture, and deep cleaning carpet.
- Perform as-needed custodial tasks including: graffiti removal, replacing light bulbs and ceiling tiles, unclogging plumbing fixtures, painting, minor repairs on custodial equipment, and minor maintenance and repair of building furniture and equipment.
- Consistently maintain assigned area at or above a level of cleanliness rated as “good” or higher on the Custodial Services Inspection.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities throughout the facility on an ongoing basis.
- Lock and unlock assigned buildings and rooms. Secure facility when not in use: checking for unlocked doors / windows / gates, arming alarm, turning off lights, and report unauthorized occupants for the purpose of minimizing property damage, equipment loss, and/or potential liability.
- Consistently reports promptly for work, utilizes time wisely, and maintains an acceptable pattern of attendance that must not adversely affect the overall productivity of the group, infringe on coworkers, or adversely impact the overall cleanliness of the facility.
- Consistently responds positively to change while showing a willingness to learn new ways to accomplish work.
- Consistently display an attitude of teamwork / cooperation / professionalism along with an ability to follow both written and verbal directions with minimal follow up.
- Attend training session or meeting to increase skill level or knowledge when required.
- Work requires working varied shifts, weekends, holidays, and overtime. Respond in a timely manner to facility emergencies (including those occurring after normal working hours, weekends, or holidays).

Occupational Safety Duties:

- Maintain work areas in a clean, safe, and sanitary manner and insure all work is performed in accordance with OSHA, trade specific, and FCPS standards / policies / procedures.
- Monitor activities in and around all work areas for the purpose of preventing injuries and insuring site safety.
- Operate powered work platforms, manlifts, forklifts, tractors, snow blowers, lawn mowers, string trimmers according to applicable regulations and safety procedures.
- Operate, inspect, and maintain tools and equipment for the purpose of insuring availability in safe operating condition.
- Communicate immediately any unsafe working condition, broken equipment, or any issue requiring the submission of a work order.
- Works in a safe and efficient manner at all times and reports all incidents to the lead or assistant lead where conditions or working habits of others may be unsafe for staff, students or others.

Other Functions:

- Reassignment between work shifts may occur at any time in accordance with the Negotiated Agreement.

- Communicate in a manner that enhances productivity and builds respectful relationships across the organization.
- Provide exceptional customer service.
- This job description summarizes typical functions of the job. The responsibilities, tasks, and duties of the jobholder might differ from those outlined, and the jobholder's supervisor may assign other duties.
- Performs other duties as assigned by the Principal, Assistant Principal, Building Manager, or their designee.

Salary:

- Support Salary Scale, Grade 3, 12-month position (260 days – 8 hours / day)
- Starting Salary - \$12.43 / hour

FREDERICK COUNTY PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER