

BERKELEY COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Custodian

FLSA: Non-Exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and provide the students and staff with a safe, attractive, comfortable, clean, sanitized and efficient place in which to learn, play, and develop. To perform routine cleaning work in school buildings and grounds according to schedule provided by head custodian. Custodian reports to the head custodian and supervisors.

ESSENTIAL FUNCTIONS

Clean and sanitize all areas of the school as assigned (i.e., classrooms, halls, offices, rest rooms, cafeteria, kitchen, gymnasium, etc.), vacuum, mop, wax/buff floors, wash windows, clean chalk/white boards, dust, paint, replace light bulbs, make minor repairs, etc;

Maintains parking lots, grounds and landscape as required; operates a lawnmower, blower, trimmer, etc. in the performance of these duties;

Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, and teachers;

Ability to demonstrate standards of moral character and behavior to serve as an effective role model for students;

Ability to understand and follow oral and written instructions;

Ability to use cleaning materials and equipment with skill, efficiency, and safety according to policy;

Knowledge of cleansing methods and the use, care and safety of cleaning materials and equipment;

Knowledge of requirements for maintaining school buildings in a safe, clean, sanitized and orderly condition;

Familiarity with handling and disposal of hazardous materials;

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

High school graduate or equivalent with at least one year of custodial experience or any equivalent combination of experience and /or education from which comparable knowledge, skills, and abilities have been achieved that demonstrate aptitude for successful performance of the job duties. The custodian must be in a good physical condition in order to perform job duties.

Knowledge:

Job requires knowledge of the policies, procedures and activities of the organization as they pertain to the specific duties of the job; knowledge of basic use of a computer to check emails and access district web page to keep abreast of news, calendar events, staff development training, etc; knowledge of the practices, methods, materials, tools, equipment and supplies used within grounds and building maintenance activities; knowledge of the occupational and safety precautions of the trade; knowledge of the proper and safe use of equipment, tools and materials necessary for assignment completion; and knowledge of cleaning methods, procedures, materials and supplies, and general maintenance repairs.

Skills/Effort:

Job requires the ability to read and write, and to follow oral and written instructions; ability to perform manual work requiring some physical strength and agility; ability to work well with supervisor, co-workers and the general public; ability to use and care for a variety of cleaning and landscaping agents, materials and equipment; skill in performing general maintenance incidental to regular duties and/or area of assignment; ability to use of a computer to check emails and access district web page to keep abreast of news, calendar events, staff development training, etc; perform physical requirements which may include: moderate to extensive degree of physical stamina and frequent lifting up to 50 lbs; ability to lift and move furniture, desks, shelving, staging, cleaning supplies, etc; ability to operate buffers, scrubbers, vacuum cleaners, lawn mowers and other equipment; ability to climb ladders, stretching and bending to perform cleaning, repairs, painting, and cleaning of roofs, gutters and drains; ability to walk to various locations within the school building and the grounds; ability to work primarily in a standing position and possible exposure to bodily fluids in cleaning due to student injury or illness.

Working Conditions:

Work is conducted both indoors and outdoors with occasional exposure to discomforting environmental conditions such as heat, cold, humidity, noise, electrical hazards, dusts, and wetness; frequent contact with strong cleaning agents and moderately heavy physical exertion is frequently required to lift and/or move objects weighing up to 50 pounds. Berkeley County School District is a smoke free district.

Responsibility:

To perform routine cleaning work in school buildings and grounds according to schedule provided by head custodian.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____