

**CAROLINE COUNTY PUBLIC SCHOOLS**  
**POSITION DESCRIPTION**  
**Job Description: Custodian – Student Intern**

<b>JOB TITLE:</b> Custodian–Student Intern	<b>LOCATION:</b> Maintenance
<b>IMMEDIATE SUPERVISOR:</b> Custodian School Principal Director of Maintenance	<b>WORK SCHEDULE:</b> TBD  <b>PAY GRADE:</b> 203
<b>SPECIAL RESTRICTIONS:</b> <ul style="list-style-type: none"><li>• will not operate heavy machinery</li><li>• will comply with all Child Labor Law restrictions</li></ul>	<b>FLSA STATUS:</b> Non-Exempt
<b>EDUCATION/EXPERIENCE:</b> <ul style="list-style-type: none"><li>• 11th or 12th grade students in good standing who are recommended by the Work-Based Learning Coordinator.</li></ul>	

**JOB GOAL:** To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and develop.

**ESSENTIAL RESPONSIBILITIES:**

- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- Keeps the building and premises including sidewalks, driveways, play areas and assigned work area neat and clean at all times.
- Vacuums, shampoos, sweeps, mops, waxes, polishes, and scrubs floor surfaces. Cleans and dusts furnishings.
- Scrubs and disinfects bathroom floors daily, cleans all sanitary fixtures, and drinking fixtures daily.
- Cleans corridors after each school day and/or during the day as needed per schedule developed by the principal.
- Washes windows and mirrors.
- Cleans and sanitizes restrooms, showers, and locker rooms.
- Keeps cleaning equipment clean and in proper operating condition.
- Cleans chalkboards and whiteboards on a regular basis.
- Collects trash and places it in trash collection receptacles.
- Moves furniture and equipment as necessary.
- Sets up and tears down for special events.
- Shovels snow as needed from steps and sidewalks.
- Applies sand and ice melting materials to steps and sidewalks as needed.
- Assures that exterior doors are locked in accordance to the building schedules, all doors and windows are secure, and lights and equipment are shut off.

- Raises and / or lowers flags at the prescribed times.
- Keeps grounds free of trash and other low-impact grounds work as directed.
- Other duties as assigned

**MUST DEMONSTRATE THE ABILITY TO:**

- Ability to read, understand, and follow through on written instruction and directions
- Ability to understand and follow oral direction
- Plan and carry out successive steps
- Resolve problems and deviations in accordance with instructions/policies
- Make some independent decisions
- Resolve most conflicts
- Communicate appropriately

**EVALUATION**: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Support Services Personnel.