

**COLONIAL HEIGHTS CITY PUBLIC SCHOOLS  
POSITION DESCRIPTION SUMMARY FORM**

**TITLE:** CUSTODIAN

**QUALIFICATIONS:**

Knowledge of cleaning practices, supplies, and equipment  
Ability to understand and follow oral and written directions  
Initiative and ability to work unsupervised  
Personal Characteristics necessary to work with students, staff members, administrators, and the general public

**REPORTS TO:** Building Principal and Director of Facilities/Operations

**SUPERVISES:** Temporary and seasonal workers assigned.

**JOB GOAL:** To provide for the ongoing care and continuing function of facilities and to aid in providing a clean and safe learning and working environment.

**PERFORMANCE RESPONSIBILITIES:**

1. Perform general maintenance and custodial work to insure general cleanliness of facilities and grounds.
2. Clean hallways, bathrooms, classrooms, and other facilities on a scheduled basis.
3. Strip and wax floors.
4. Assist teachers in moving furniture and equipment.
5. Keep buildings and premises, including sidewalks, driveways, parking areas and playgrounds neat and clean.
6. Gather and disposes trash and waste.
7. Perform minor repair work.
8. Check daily to insure that all exit doors are open, unobstructed and that panic devises are working properly during hours of building occupancy.
9. Report any physical damage to the building Principal and to Director of Facilities/Operations and New Construction.
10. Utilize foresight, concentration and mathematical skills.
11. Performs other related tasks as assigned or required.

**PHYSICAL REQUIREMENTS:**

Must be physically fit and able to perform each essential duty satisfactorily. Required to use hands to handle or feel objects, tools or equipment, reach with hands and arms, stoop, kneel, crouch or crawl. Required to stand, walk, sit and climb or balance. Must be able to frequently lift or move up to 50 pounds. Specific vision abilities required on this job include close vision and depth perception.

**TERMS OF EMPLOYMENT:** 12 month contract, Custodian Salary Scale as approved by the School Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provision of the School Board's Policy on Evaluation of Personnel.