

Reports to:	Head Custodian or Plant Engineer	Structure/Grade:	Unified 106
Division:	School-Based or Central Office Divisions	Workdays:	Predominantly 246 Days (199 day schedule may be available)

Position Summary

Ensure the cleanliness, sanitation, and upkeep of all areas within assigned buildings, including educational facilities, to maintain a safe and healthy environment for occupants. Perform deep cleaning and floor maintenance during school closures, working under direct supervision as an entry-level individual contributor.

Essential Job Duties

- Maintain cleanliness of school facilities, including classrooms, restrooms, hallways, cafeterias, and outdoor areas, to ensure they are clean and presentable.
- Perform a variety of cleaning tasks such as sweeping, vacuuming, dusting, mopping, and trash removal.
- Restock restroom supplies regularly and manage inventory of cleaning materials and equipment to maintain facility standards.
- Set up and clean cafeteria spaces for food service operations while adhering to hygiene standards.
- Move furniture and equipment as required for various school activities or functions in a timely manner.
- Work collaboratively with other custodial staff and school personnel to accomplish tasks based on established standard operating procedures.
- Remain on-site during periods when the building is authorized for special activities to provide necessary support services.
- Respond promptly to cleaning maintenance requests from the school community, including emergency cleaning tasks when needed.
- Perform additional duties as assigned.

Qualifications

- High school diploma with 0 - 3 years of experience or equivalent combination of education and experience level.

Knowledge, Skills, and Abilities

- Knowledge of cleaning procedures, practices, chemicals, and equipment
- Knowledge of relevant occupational hazards and safety precautions
- Knowledge of relevant equipment maintenance and repair techniques.
- Ability to interpret and work from schematic diagrams and drawings
- Effective oral and interpersonal communication skills
- Ability to follow clear and established processes
- Ability to work collaboratively and seek assistance when needed
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to use and maintain various cleaning and floor machines
- Ability to detect cleanliness issues with strong attention to detail

Physical Demands and Work Environment

- Constantly operates tools and equipment that can pose a hazard.
- Constantly uses fine motor skills to complete tasks.
- Constantly observes details at close range.
- Frequently required to move about facilities to complete required tasks.
- Frequently required to exchange accurate information.
- Frequently moves boxes, products and equipment weighing up to 50 pounds.
- Constantly exposed to mechanical oils, caustic chemicals and mechanical oils.
- Frequently exposed to moving mechanical parts.
- Occasionally exposed to loud noise levels.

Supervisory Responsibility

- None

***Disclaimer:** Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.*

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____