



POSITION: Custodian

REPORTS TO: Supervisor designated by Department Head or Principal

CONTRACT DAYS: 250 Days

FLSA Status: Non-Exempt

Summary:

The Skilled Custodian, with limited supervision, maintains an attractive, sanitary, and safe facility for students, staff, and the public. The Skilled Custodian reports to the Lead Custodian, maintains and operates cleaning machines and floor buffers, orders and keeps inventories of cleaning chemicals and materials, trains and supervises other custodial staff. The Custodian reports any unsafe or unusual conditions or persons to the principal.

Essential Duties and Responsibilities

- Follow the daily cleaning plan for the building and areas assigned.
- Arranges furnishings and equipment (e.g., assembly, club meetings, luncheon, removing furniture, etc.) to prepare for meetings, classroom activities, and special events.
- Works extra-curricular activities as needed.
- Assist other personnel as may be required to contribute to the efficiency and effectiveness of the work unit.
- Inspect facilities to ensure that the building is suitable for safe operations, is maintained in an attractive and clean condition, and identifies needed repairs due to vandalism, equipment breakage, and weather conditions. Also checks heating/cooling equipment for operation and proper setting, etc.
- Maintain supplies and equipment (e.g., cleaning solutions, paper products, vacuum, mops, etc.) to ensure the availability of items required to maintain facilities properly.
- Prepares facilities for daily operations (e.g., opening gates, building access doors, lights, turning off alarms, etc.) to ensure facilities are operational and safe for occupancy.
- Prepares various reports (e.g., logs, requisitions, safety inspections, work orders, inventory records, timesheets, etc.) to provide the information required to maintain the facility.
- Replaces various items (e.g., lights, water bottles, toilet dispenser, sharpener, etc.) to maintain and preserve the facility.
- Respond to emergencies (e.g., facility damage, spillage, alarms, graffiti, etc.) to take appropriate action to resolve the problems.
- Lock and secure the facilities and grounds to minimize property damage, equipment loss, and potential liability.
- Perform any duties within the scope of employment and certifications, as assigned by the Superintendent or the direct supervisor.

Education and Experience:

A high school diploma or GED is and five to seven years of experience in custodial or maintenance services are required.

Certificates and Licenses:

Must have a valid SC Driver's License and evidence of insurability.

Clearances:

Satisfactory SLED (SC Law Enforcement Division) report, National Background Check, and e-Verify clearance

Required Skills and Abilities:

- Must perform multiple technical tasks with a need to upgrade skills to meet changing job conditions.
- Demonstrate specific skills required to perform the job, including operating equipment used in skilled trades, power, hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.
- Must be able to use algebra and geometry, read technical information, compose various documents, and solve practical problems.
- Must be flexible to work with others in various circumstances; work with data utilizing defined and similar processes; operate equipment using multiple methods.
- Specific abilities to perform the job's functions satisfactorily include adapting to changing work priorities, communicating with diverse groups, meeting deadlines and schedules, setting priorities, working as part of a team, and frequent interruptions

Physical Requirements:

- The physical requirements described here represent those that an employee must meet to perform the essential responsibilities and functions of the job successfully and are not all-inclusive. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential duties and parts of the job.
- The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and pulling; some climbing and balancing; considerable stooping, kneeling, crouching, and crawling; and necessary fine finger dexterity. Generally, the job requires 5% sitting, 50% walking, 45% standing.
- Ability to lift 50 pounds regularly.
- Ability to sit and stand for prolonged periods.
- Bend at the waist, kneel, or crouch regularly.
- Pass the state-required Intradermal Tuberculin Test.

Work Environment:

- The environmental characteristics described here represent those an employee may encounter while performing this role's essential functions and are not meant to be all-inclusive.
- Indoor and outdoor with varying temperature
- Heated/air-conditioned and ventilated facilities.
- Building locations in which various chemical substances are used for cleaning, repair, and operation of equipment.

TERMS OF EMPLOYMENT:

- The Skilled Custodian will be employed under the following terms:
- Work year of 250 days.
- Salary benefits and leave time as specified in district salary scales and according to district policies and regulations.

EVALUATION:

The designated supervisor shall evaluate the Skilled Custodian according to applicable school district policies, this job description, and other potential methods of measurement utilized to evaluate success objectively. The employee may use this evaluation to earn an advance in position.

DISCLAIMER STATEMENT:

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