

# **Durham Public Schools**

## **Job Description**

# **Maintenance Services**

## **Custodian**

**JOB TITLE:** Custodian

**REPORTS TO:** Lead Custodian/Site Manager/Principal

**SALARY:** Based on State and Local Salary Schedules

**STATUS:** Permanent, 12 months, Classified, Non-Exempt

### **SUMMARY:**

Under general supervision, performs a variety of general custodial and light grounds keeping work in the care and maintenance of assigned school buildings and facilities. Work involves sweeping, mopping, and using custodial equipment such as buffers, scrubbers, pressure washers, and vacuum cleaners to various aspects of the District's facilities such as floors, walls, woodwork and fixtures; and policing buildings to empty trash receptacles and pick up debris, etc. Employee is also responsible for requisitioning necessary cleaning supplies. Employee reports to the Lead Custodian/ Site Manager/Principal.

### **RESPONSIBILITIES & DUTIES:**

1. Sweep, mop, vacuum, strip, wax and buff floor surfaces.
2. Use and operate custodial equipment such as vacuums, buffers (both behind and riders), pressure washer, rest cleaners, scrubbers (both manual and riders) and sweepers (both walk behind and riders)
3. Clean restroom areas and replenish paper supplies and soap as necessary.
4. Clean windows, walls, woodwork, blinds, and light fixtures.
5. Move and arrange furniture as requested.
6. Dust and clean desks and other furniture; dusting will include vents, light fixtures and other items that can be reached from an eight (8) foot step ladder.
7. Empty trash receptacles; deposits recyclable material in proper receptacles.
8. Sweep sidewalks and walkways outside of buildings; polices grounds, picking up debris; shovel snow and/or applies de-icing compounds to walkways and driveways, as necessary.
9. Replaces burned-out light bulbs.
10. Prepare requisition forms to obtain necessary supplies for coming workweek.
11. Assist as requested with loading and unloading of school materials and supplies.
12. Set traps for rodents and other pests, appropriately discarding trapped animals.
13. Raise and lower flags at start and end of workday.
14. Secure buildings at end of workday, respectively; turn off lights at end of day.
15. Make minor repairs:
  - Replace light bulbs as per the recycling procedure.
  - Replace stained or damaged ceiling tiles when required.
  - If there is a water leak or busted pipe, cut off water supply until maintenance can respond.
  - Clean all HVAC return and supply air grills in all classrooms and common areas on a monthly basis.
  - Install and replace pencil sharpeners.

16. Perform related work as required.
17. Maintains reliable and consistent attendance and punctuality

### MINIMUM EDUCATION, EXPERIENCE, AND REQUIREMENTS:

1. High School Diploma or GED.
2. Possession of a valid driver's license issued by the State of North Carolina.

### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Some experience in custodial work; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
2. General knowledge of the standard methods, materials, and equipment employed in janitorial work.
3. Some knowledge of cleaning procedures and the use of cleaning materials.
4. Ability to follow instructions.
5. Ability to exercise independent judgment and initiative in completing work assignments.
6. Ability to establish and maintain effective working relationships as necessitated by work.
7. Ability to use all assigned equipment in a safe manner per manufacturer's specifications.
8. Excellent attendance and record of punctuality.

### PHYSICAL REQUIREMENTS:

1. Ability to exert over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
2. Listed are the frequencies of each physical activity required in the performance of the essential functions associated with this job.

<b>F -Frequently</b> From 1/3 to 2/3 of the time	<b>O- Occasionally</b> Up to 1/3 of the time	<b>R- Rarely</b> Less than 1 hour per week	<b>N- Never</b> Never occurs
<b>PHYSICAL ACTIVITY</b>		<b>NON-PHYSICAL DEMANDS</b>	
Climbing/Balancing	<b>O</b>	Time Pressure	F
Crawling/Kneeling	<b>R</b>	Emergency Situation	O
Walking	<b>F</b>	Frequent Change of Tasks	O
Running	<b>R</b>	Irregular Work Schedule/Overtime	O
Standing	<b>F</b>	Performing Multiple Tasks Simultaneously	F
Sitting	<b>O</b>	Working Closely with others as part of a Team	F
Bending/Stooping	<b>F</b>	Tedious or Exacting Work	F
Lifting/Carrying	<b>F</b>	Noisy/Distracting Environment	F
Grasping/Twisting	<b>F</b>		
Reaching	<b>F</b>		
Pushing/Pulling	<b>F</b>		
Fingering/Typing	<b>R</b>		

**ENVIRONMENTAL FACTORS:**

C	F	O	R	N	D	W	M	S	N
Continuously	Frequently	Occasionally	Rarely	Never	Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never
<b>-Health and Safety Factors-</b>					<b>-Environmental Factors-</b>				
Mechanical Hazards				R	Respiratory Hazards				R
Chemical Hazards				O	Extreme Temperatures				R
Electrical Hazards				R	Noise and Vibration				F
Fire Hazards				R	Wetness/Humidity				F
Explosives				R	Physical Hazards				O
Communicable Diseases				R					
Physical Danger or Abuse				R					
				R					

**PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED:**

\_\_\_ Hard hat \_\_\_ gloves x flash protective equipment suit occasionally \_\_\_ steel toe shoes  
x safety glasses \_\_\_ safety vests

**MACHINES, TOOLS, EQUIPMENT:**

\_\_\_ Retrieving devices X Ladder \_\_\_ fork lift, \_\_\_ crane truck \_\_\_ hoist \_\_\_ scissors lift  
\_\_\_ pipe benders \_\_\_ metering devices

**OPTIONAL:** Wi-Fi hotspot to access VPN while away from their workstation (the person may already have his/her own access)

**DISCLAIMER:**

The statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date