

NEW CASTLE COUNTY VOCATIONAL-TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION

POSITION: NIGHT SHIFT CUSTODIAN – PART TIME (TEMPORARY)

BASIC FUNCTION: Perform custodial duties as assigned by the Chief Custodian or Custodial Foreman in the temporary assigned school(s). School assignments will vary and hours will not exceed 29.5 per week. This is a temporary assignment due to shortage of employees and can be eliminated at any time.

REPORTS TO: Chief Custodian of complex

CHARACTERISTIC DUTIES:

1. Conduct a variety of tasks during the night shift to include but not limited to;
 - a. Sweeping, wet mopping, buffing, stripping and waxing floors.
 - b. Removing trash and changing bags daily.
 - c. Vacuuming carpets.
 - d. Cleaning walls, ceilings, window shades, windows, and furniture.
 - e. Helping to load and unload trucks.
 - f. Move furniture when needed.
 - g. Filling in for fellow custodians who are absent

2. Provide minor maintenance to the building, equipment, and grounds includes but not limited to;
 - a. Replacing light bulbs.
 - b. Replacement of ceiling tiles when necessary.
 - c. Painting.
 - d. Cutting grass, weed whacking, and landscaping.
 - e. The shoveling or plowing of snow and ice from walkways, stairways, drives, and parking lots.

3. Perform other related custodial and minor maintenance duties necessary for the operation of the school and its programs.

4. The Chief Custodian may on occasion, request a change to the work assignment based on the needs of the business up to and including requesting day hour shifts.

MINIMUM QUALIFICATIONS

1. Knowledge of standard cleaning materials, methods, equipment, and procedure for performing the custodial tasks and knowledge of tools used in minor maintenance.
2. Have some knowledge of the use and care of equipment and tools, and the ability to learn repetitive tasks quickly.
3. Ability to understand and follow simple oral and written instructions.
4. Ability to work cooperatively with teachers, students, administrators, co-workers, and the public in day-to-day operations.
5. Be neat and clean in appearance
6. Good moral character, honest, dependable and courteous.
7. Have a current Class "A" Driver's License.

WORKING CONDITIONS

1. Must be physically able to perform above duties, a custodian must have the ability to continuously stand or walk, ability to bend, squat, climb stairs, and the ability to lift up to 50 pounds occasionally.
2. The physical ability to operate medium weight cleaning equipment such as floor buffers, and scrubbers. Sweeping and mopping floors and moving desks and furniture. A custodian is required to do a great deal of stretching and bending often in awkward positions.
3. Environmental conditions will vary, working with dangerous and toxic cleaning products that can be very harmful to one's health if not properly utilized. In some cases these products give off unpleasant odors.
4. Custodial work can be performed either indoors or outside, a worker may be exposed to adverse weather conditions, temperature, humidity, heights, fumes, dusts, or odors.

SHIFT ASSIGNMENT:

Part time employees are primarily night shifts, however they may be asked to work day shifts on occasion to meet the needs of the business.

Essential Employee Designation:

An essential employee shall be indicated in the employee's performance plan. This position is designated as an essential position and the employee's presence at work is required to assist the agency and/or division in meeting its operational needs. As defined in Governor's Executive Order Number 77 – "An employee who is indispensable to the emergency service function of his or her employing agency or department and is required to assist the department or agency in meeting its operational needs."