



Orange County Public Schools

Custodian

REPORTS TO: Head Custodian; Principal or Assistant Principal

SUMMARY: Performs tasks of cleaning and maintaining building and grounds by performing the following duties:

DUTIES AND RESPONSIBILITIES:

- Vacuum, sweeps, mops, scrubs and polish hallways, classrooms, instructional areas, stairs and office space.
- Picks up trash in building and on grounds.
- Empties trash and garbage containers into large cans, then disposes of contents in on site dumpster(s).
- Maintains building, performing routine painting, tightening and other related maintenance activities.
- Sweeps sidewalks and entrances.
- Cleans snow, ice, and debris from sidewalks and entrances.
- Mows and edges lawn, trims shrubbery, and weeds flower beds.
- Cleans and polishes lighting fixtures and trim.
- Cleans rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms, etc.
- Vacuums and periodically deep cleans rugs, carpets, and upholstered furniture.
- Dusts furniture and equipment; cleans and polishes metalwork.
- Washes walls, woodwork, windows, door panels and sills.
- Replenishes bathroom supplies and disinfects the bathrooms.
- Replaces light bulbs and ceiling tile as needed.
- Transports tables, desks, chairs, small equipment or tools between departments.
- Sets up tables and chairs in auditorium, conference rooms, or other meeting locations.
- Assists with unloading of supplies, such as paper products, from trucks.
- Performs other duties as assigned by supervisor.

QUALIFICATIONS:

- High school diploma not required but preferred; three or more months of related experience or training; or equivalent combination of education and experience.
- Ability to use general tools (i.e. battery powered drill/driver, hammer, screwdrivers and pliers).

PHYSICAL REQUIREMENTS:

- The employee is regularly required to stand; walk; use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; talk and hear; taste or smell. The employee frequently is required to stand, climb or balance, stoop, kneel, crouch or crawl.
- The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

- The employee is frequently exposed to fumes or airborne particles. The employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, extreme cold, extreme heat, risk of electrical shock and vibration.
- The noise level in the work environment is usually moderate.