

OCSD Job Description

POSITION TITLE: School Custodian

DEPARTMENT: Auxiliary Services

REPORTS TO: Building Supervisor and Principal or Designee

OBJECTIVE: The school custodian position is one that requires performance of various duties associated with this position to include, but not limited to: general clean-up of school grounds, restrooms, cafeteria and classrooms, ability to use various machines for cleaning of floors, and all other duties assigned to the position in an effort to provide an appropriate learning environment for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist in maintaining seasonal grounds work (snow, lawn).
2. Perform daily operations related to cleaning.
3. Restock disposable items and provide head custodian with inventory usage and data.
4. Assist visiting public utilizing the facility with directions within the building and in obtaining and setting up needed equipment.
5. Maintain building and grounds security in the building each school day.
6. Performs other duties that may be assigned by the Principal/Custodial Supervisor/Head Custodian.

QUALIFICATION REQUIREMENTS/EXPERIENCE

1. High School diploma or General Education Degree (GED) preferred.
2. Must be able to perform each essential duty satisfactorily.
3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
4. Ability to write routine reports and correspondence.
5. Should have adequate physical strength and stamina needed for moderate lifting, considerable walking and use of step and extension ladders.
6. Should be semi-skilled in the use of hand tools and able to operate mechanisms such as furnaces, air conditioners, power mowers and various other equipment.
7. Should be self-disciplined and able to work independently.
8. Should possess interpersonal skills to work effectively with others.

Orangeburg County Public School District is an Equal Opportunity Employer. Orangeburg County Public School District ensures equal employment opportunities regardless of race, religion, sex (including gender identity, sexual orientation, and pregnancy, childbirth, or any related medical conditions), color, disability, age (40 or older), genetic information, national origin, or any other applicable status protected by local, state, or federal law. The quality of the educational program is enhanced by staff

members with a wide variation in background, culture, educational preparation, and previous experience. Orangeburg County Public School District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.