

PITT COUNTY SCHOOLS

Position Description

Position Title:	Custodian/Bus Driver
Reports To:	School Principal/Head Custodian
Supervises:	No one
Knowledge, Skills Abilities required:	Knowledge of cleaning methods, materials, and equipment; ability to work with others and follow oral and written directions; ability to read and write.
Education, Training Required:	High school diploma or GED. CDL with school endorsement
Major Job Function:	Consists of custodial work involving independent activity to keep school clean, sanitary, and in orderly condition; to perform minor maintenance tasks; and to service surround- ing school grounds. Perform assigned manual work of ordinary difficulty and responsibility and semi-skilled tasks that follow established procedures. Job assignments are in the form of written or oral instructions and are performed under supervision and reviewed upon completion.
Term of Employment:	12 months

Responsibilities:

1. Cleaning and washing floors, walls, ceilings; dusting and polishing furniture; washing windows; stripping, spraying, buffing, waxing and polishing floors; washing and cleaning restrooms. Disposal of garbage and trash.
2. Set up and shift furniture and furnishings as required.
3. Provide assistance to students, teachers, public, and any other employee as assigned by supervisor.
4. Maintain grounds by cutting grass with hand and power mowers, collecting litter, trimming bushes and small trees, raking grounds and performing minor repairs to walks, paths, walls play apparatus, roads, and site improvements. Snow removal duties as assigned.
5. Assist in building maintenance on a handyman's level by replacing window glass, cleaning gutters and drainpipes, freeing stopped sanitary and sink plumbing, repairing

leaks, repairing furniture, doing simple painting, replacing lights, and performing other related work.

6. Transport teaching supplies and equipment as required by the teaching staff and principal.
7. Operate heating, lighting, ventilation, and electrical controls as specified. Perform routing lubrication services and minor preventive maintenance services.
8. Perform inventory control checks.
9. Assist in key maintenance program.
10. Operate security systems and fire safety systems.
11. Inspect buildings, report deficiencies.
12. Maintain watch over property and grounds against trespassing, vandalism, and fire hazards. Signal police and fire departments.
13. Order miscellaneous custodial material and supplies.
14. Other duties as assigned by immediate supervisor.
15. Obtain and maintain a Commercial Driver's License and a Pitt County Schools Pocket Card and operate a school bus when needed.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance.

The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision includes depth perception and ability to see color.

Evaluated By: Principal or Head Custodian

Signatures:

Employee

Date

Human Resources Witness

Date