



Union County Public Schools

Job Description

POSITION TITLE: Custodian (Part-time)	TERM OF EMPLOYMENT: 12 months
DATE: 2/27/2023	DATE OF PREVIOUS REV: 4/17/2015
FLSA EXEMPTION STATUS: Non-Exempt	PAY GRADE: 4

JOB SUMMARY: Under general supervision, the Custodian will provide and maintain a safe, clean, and healthy environment for staff, students and visitors.

ESSENTIAL JOB FUNCTIONS	
1.	Maintain cleanliness both inside and outside the facility through the execution of established procedures
2.	Inspect school grounds daily to remove debris, i.e. trash, rocks, and other items that could become a safety hazard or detract from the general appearance of the school.

DUTIES & RESPONSIBILITIES	
1.	Accurately maintain records, as required by state or federal laws, and Union County Board of Education policies, and/or school-based requests, and adhere to confidentiality requirements of state and federal law.
2.	Clean all classrooms, including but not limited to, removing trash, dusting furniture and equipment, emptying pencil sharpeners, cleaning marker boards and trays, sweeping and mopping the floors, and polishing metal fixtures.
3.	Clean all restrooms, including but not limited to, all fixtures, sinks, toilets, floors. Restroom should be disinfected daily. Insure there is adequate restroom supplies at all times.
4.	Clean all staff and special purpose areas (i.e. health rooms, guidance, lounge, etc.).
5.	Follow developed work schedules for scrubbing, stripping, waxing, and buffing resilient classroom floors and corridors.
6.	Follow developed work schedules for extracting, bonneting, spot cleaning, and vacuuming carpeted areas
7.	Perform light maintenance by replacing light bulbs, air filters, and damaged ceiling tiles as needed or as directed, as quickly as possible.



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8.	Assist in receiving, storing, and distributing supplies and equipment as needed or directed. Keep all storage areas neat, clean and arranged in a orderly manner at all times.
9.	Keep all stairwells, halls, boiler rooms, and walkways free of furniture, equipment, etc.
11.	Remove all snow and ice from steps, walkways and ramps prior to student and staff arrival. This may require schedule adjustments deemed necessary by the principal or lead custodian.
12.	Perform other duties as assigned.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualifications
<ul style="list-style-type: none"> • Eighteen (18) years of age 	<ul style="list-style-type: none"> • Valid North Carolina driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

COMMUNICATION/INTERACTIONS

- Ability to work with diverse individuals and/or group.

CUSTOMER RELATIONSHIPS

- Requires the ability to interact with people beyond giving and receiving instructions.
- Must be adaptable to performing in stressful and emergency situations.



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PHYSICAL REQUIREMENTS

Work Environment: Medium/Heavy Exert force 10-25 lbs., frequently; and up to 60 lbs., prolonged standing, frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from indoor exposure to outside weather conditions. Exposure to noise levels ranging from moderate to loud.

Hazards: Uneven walking/working surfaces, communicable diseases, cleaning chemicals, lifting/carrying of materials, and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.