

# WARREN COUNTY PUBLIC SCHOOLS

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| <b>JOB TITLE:</b>            | Custodian                                |
| <b>JOB CLASS CODE:</b>       | 7609                                     |
| <b>CLASSIFIED/CERTIFIED:</b> | Classified                               |
| <b>REPORTS TO:</b>           | Director of Custodial Services/Principal |
| <b>SALARY SCHEDULE:</b>      | 125                                      |
| <b>FLSA STATUS:</b>          | Non-exempt                               |

## REQUIRED QUALIFICATIONS

The job requires a HS diploma, GED, or alternatively the employee will be provided an opportunity by WCPS upon employment to obtain a GED at no cost to the employee.

Effective communication skills

## DESIRED QUALIFICATIONS

Previous experience as a custodian

Experience in a diverse workplace

## SCOPE OF RESPONSIBILITIES

The Custodian provides efficient, quality, and timely completion of all assigned cleaning, grounds care, floor care and setup/moving, tasks in accordance with established practices, standards, and methods under the direction of the supervisor.

## PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Performs routine custodial activities at an assigned school site or facility in order to maintain buildings and adjacent grounds areas in a clean, orderly, and secure condition

Assumes responsibility for daily walk-through grounds to ensure safe and healthy environment for students and staff. Reports any items requiring maintenance and any unusual or unsafe conditions

Safety conscious and follows safety precautions abiding by all local, state, and federal regulations

Performs all work in accordance with established standards, methods, and practices

Follows usage instructions/dilution ratios of cleaning chemicals and other custodial products

Performs all work to meet established schedules and timelines

Operates powered and non-powered cleaning equipment to complete cleaning and sanitation tasks

Moves office, school furniture, and other equipment as required to perform cleaning and sanitation tasks

Performs routine floor care including striping and waxing VCT flooring and any other floor maintenance tasks as assigned by supervisor

Maintains tools and assigned equipment in clean working order and provides proper security

Cooperates and works closely with custodial team members and Lead Custodian

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties assigned by the Principal, Director of Custodial Services, and/or Superintendent or his/her designee

## PHYSICAL DEMANDS

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The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gas.

## TERMS OF EMPLOYMENT

Number of days worked will be determined by the current school calendar adopted by the Warren County Board of Education. Salary shall be commensurate with adopted classified personnel salary schedule. Leave accrual will be as stated in Board Policy.

## EVALUATION

Performance of this job will be evaluated in accordance with the provision of Warren County Board of Education policy on evaluation of classified personnel. Evaluations will be conducted by the Principal with input from the Director of Custodial Services.

12/16/2021 WCBE

07/24/2023 WCBE

I, \_\_\_\_\_, have read and understand the terms  
(name of employee) set forth in this job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date