Custodian—Preston High/West Preston School

Posting Dates: October 20-26, 2026

Shift: 9:00 AM – 5:00 PM. Alternating Schedule: Mondays, Wednesdays, Friday at Preston High School; Tuesdays, Thursdays at West Preston School.

Employment Term: 200 days; prorated for the 26-27 school year.

Salary Range: Pay Grade C

Funding Source: State/Local

General Responsibilities and Goals:
Responsible for keeping the school buildings and grounds clean and to the best of his/her ability maintain an attractive, safe facility.

Relationship:
Directly responsible to the principal of the school in which he/she works during the school year and to the director of personnel/buildings and grounds during the summer.

Qualifications:
Must have attained a high school diploma or GED equivalent. Must have the ability to get along well with people. Passage of State Competency Test. He/she must have the physical attributes and skills to do the work required. He/she must demonstrate aptitude or competency for assigned responsibilities.

Terms of Employment:
The employment term will depend upon the type and size of school as listed in the county salary supplement. Salary will be based on the state pay scale.

Performance Standards/Indicators:
1. Work Habits

- Display a positive attitude;
- Follow state and county laws, and school policies;
- Meet schedules;
- Maintain a clean, uncluttered work area;
- Manage stressful situations;
- Require minimum supervision;
- Be punctual;
- Accept suggestions and constructive criticism;
- Be dependable.

2. Work Duties and Performance

- Clean and dust building;
- Clean chalkboards;
- Sanitize restrooms and other areas needing it;
- Secure building during hours school is not in session;
- Keep sidewalks, driveways, and grounds, neat and safe;
- Immediately report major repairs to the principal;

- Open building as needed;
- Regularly inspect building for safety hazards and repairs;
- Order supplies as needed;
- Raise and lower flag;
- Protect school property against damage or theft;
- Keep building free of refuse;
- Operate heating and cooling system efficiently;
- Make minor repairs;
- Paint areas in need when time permits.
- Perform other related duties as assigned by principal.

Professional Development:

- Attend in-service and job-related training;
- Work toward skill improvement and efficiency.