**HANCOCK COUNTY SCHOOLS**
**NEW CUMBERLAND, WEST VIRGINIA 26047**

# CUSTODIAN II

**Salary based on experience and education level per HCBOE salary schedule plus competitive benefits package equal to approximately 44% of direct compensation.**

**TITLE:** Custodian II – means personnel employed to keep building clean and free of refuse, to act as a watchman or groundsman.

**QUALIFICATIONS:** Must be able to understand written or verbal instructions and must possess sufficient mathematical skills to make proper dilutions and mixtures for cleaning compounds. High school diploma or its equivalent (GED) is preferred, and must achieve a passing score on the WV State Competency Test for Custodian. Must hold a valid driver's license.

**REPORTS TO:** Building Administrator, Principal, Director or designee

**JOB GOALS:** Maintains the school building and grounds in a clean, safe, attractive manner to provide a pleasant and functional educational environment for students and faculty.

## PERFORMANCE RESPONSIBILITIES:

### A. Performs duties efficiently and productively.

- Daily cleans, sweeps, dusts, mops and buffs all areas of the building assigned.
- Daily cleans and sanitizes all plumbing fixtures and drinking fountains.
- Daily cleans unusual spills on demand.
- Daily cleans carpeted areas with vacuum cleaner or scrubbing machine, as appropriate.
- Daily removes all waste and trash from the building and prepares it for proper disposal.
- Washes windows and waxes floor on a regularly scheduled basis or when requested.
- Sweeps sidewalks and removes debris from grounds as required.
- Cleans and maintains grounds for proper appearance and safety, including cutting grass and removing snow, when necessary, etc.
- Load and unload trucks as needed.
- Inspect building before leaving to make certain all is under control.
- Moves furniture or equipment within buildings as required for various activities and as directed by the principal or designee.
- Cleans all chalk boards and erasers.

- Insures that unnecessary lights are turned off to conserve electricity.
- Insures that building is securely locked.
- Follows county policy and procedures.

- Performs other related duties assigned by supervisor/principal or desi
- Must be able to lift up to 100 lbs.
- Must be able to climb ladders, stairs.
- Must be able to kneel, bend, and reach.
- Reports immediately to the principal any damage to school property.
- Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and his/her attendance is required by the Principal/Director or designee.

**B. Maintains and/or upgrades skills.**

- Participates in required in-service training.

**C. Maintains positive work habits**.

- Has the ability to develop and maintain an effective working relationship with others.
- Maintains positive work attitude and habits.
- Maintains a professional appearance.
- Is punctual and minimizes absences
- Takes initiative in performing assigned tasks

**EVALUATION:** Performance of this job will be evaluated **twice a year for employees with a continuing contract and three times a year for employees with a probationary contract.** This is in accordance with provisions of the Hancock County Board of Education Policy on Evaluation of Service Personnel.

REVISED: February 27, 2006