

CUSTODIAN

Qualifications –

High school diploma or high school equivalency diploma and relevant training; ability to interpret and transmit written communication; ability to operate related equipment.

Supervisor –

Building Principal

Classification(s) –

CUSTODIAN I - Personnel employed to keep building clean and free of refuse.

CUSTODIAN II- Personnel employed as a watchman or grounds man.

CUSTODIAN III- Personnel employed to keep building clean and free of refuse, to operate the heating or cooling systems, and to make minor repairs.

CUSTODIAN IV- Personnel employed as head custodians. In addition to providing services as defined in Custodian III, their duties may include supervising other custodial personnel.

Duties and Responsibilities –

CUSTODIAN I, II, III –

1. Perform regularly scheduled cleaning activities.
2. Remove and properly dispose of building refuse.
3. Provide proper care and maintenance for assigned equipment.
4. Report all malfunctions and facility damages to the building principal or supervisor.
5. Utilize and maintain proper safety and sanitation procedures in completing assigned duties
6. Report s immediately any safety, sanitation, heating or cooling issues or other facility issue to immediate supervisor and/or Central Office
7. Completes all staff development programs as needed for assignment

CUSTODIAN (Continued)

CUSTODIAN II, III –

8. Perform activities necessary to provide a safe, clean, and attractive environment, includes both facility and grounds.

CUSTODIAN III -

9. Operate the heating and cooling systems. Reports any problems immediately to immediate supervisor and/or Central Office
10. Make minor repairs on facilities or equipment.

Performance Standards –

1. Reports to work on a regular basis at the time(s) scheduled for the performance of his/her duties.
2. Observes all rules and regulations established for his/her particular work station.
3. Accepts responsibility in a cooperative manner.
4. Performs assigned duties efficiently and with/without close supervision.
5. Prepares assigned reports and records promptly and accurately.
6. Follows directions and demonstrates good judgment.
7. Demonstrates evidence of good personal hygiene.
8. Completes required professional development programs.
9. Demonstrated knowledge of duties in particular work area.
10. Follows the county Employee Code of Conduct.

Physical Demands-

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands and fingers, handle, feel, and reach with arms and hands. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must

CUSTODIAN (Continued)

frequently lift or handle up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

Evaluation –

Probationary employees will be formally evaluated in writing a minimum of one formal written evaluation per year. Evaluations will be performed by the employee's immediate supervisor and the county level program area supervisor.

This job description contains job information and facts considered essential to describing and evaluating job performance fairly and equitably. The information and facts should not be construed as detailed statements of all the work required to be performed.

Source: Board of Education Minutes
Senate Bill 19

Adopted: 9/18/79

Revised: 4/04/09; 4/25/08; 1987; 1985; 1983