

**THE BOARD OF EDUCATION OF THE
COUNTY OF MERCER
JOB DESCRIPTION**

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POSITION TITLE: Custodian III

LOCATION: Assigned School

DIVISION: Support Services

DEPARTMENT (FUNCTIONAL AREA): Maintenance

RESPONSIBILITY OR PURPOSE: To keep the buildings and grounds of the school district clean, free of refuse, and operating in the most efficient manner.

ACCOUNTABLE TO (NARRATIVE): School Principal(s)

REGULAR DUTIES (LIST IN GENERAL, MAJOR FUNCTIONS):

1. Is responsible for building and maintenance of kitchen and cafeteria floor. cleaning and garbage removal (includes exterminating), classroom, hallway and stair cleaning, restroom cleaning, review daily for running water, commode leaks, etc., window cleaning, light fixtures cleaning, floor cleaning, stripping, and waxing, trash disposal.
2. Is responsible for ground care: snow removal from sidewalks, routine sweeping and washing procedures, clean and free of refuse, mowing grass.
3. Is familiar with fire and fire drill procedures, operator firefighting equipment, be familiar with fire escape route and procedures, closing windows and doors that may be open.
4. Operates heating and cooling equipment.
5. Performs first-level building maintenance as directed by school principal.
6. Assists with the loading and unloading of supplies, materials, and equipment at the school.
7. Secures the building at the beginning or end of workday.
8. Receives on-site training.

9. If full time custodian, fills out the proper forms for the reporting of repairs, requisitions. Principal will give approval and forward to appropriate personnel.
10. Is neat in appearance.
11. Maintains positive work habits.
12. Performs duties efficiently and productively.
13. Maintains and/or upgrades skills.
14. Adheres to all Mercer County Schools and West Virginia Department of Education Policies and Procedures.
15. Performs all other duties as assigned by immediate supervisor.

SPECIAL OR OCCASIONAL (COLLATERAL) DUTIES:

1. Open building for special occasions.
2. Participate in training sessions for the purpose of increasing job effectiveness and efficiency.

TOOLS AND EQUIPMENT USED:

All janitorial supplies, all hand tools, ambient firefighting equipment, janitorial equipment – buffers, etc.

WORKING CONDITIONS:

Normal

MINIMUM QUALIFICATIONS (STATE EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS):

1. High School Diploma or GED
2. Training and experience required: 1 year on-the-job training as Custodian I, or high recommendations from previous job experience.
3. Successful completion of state required testing.

ADDITIONAL COMMENTS:

1. Must satisfactorily complete a WV and FBI background check and pass a drug test.
2. Must satisfactorily pass a physical capabilities tests.