

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### CUSTODIAN

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Experience in custodial work or equivalent.
- (3) Must be able to read basic operating instructions and written reports.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to prepare and follow a work schedule. Proficient in the use of custodial equipment and cleaning chemicals. Effective oral and written communication skills. Ability to assume assigned responsibilities and work harmoniously with others. Ability to organize and prioritize.

**REPORTS TO:**

Principal / Custodial Manager or Deputy Superintendent as Assigned

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| <p><b>JOB GOAL</b></p> <p>To provide the care, maintenance, sanitation, cleanliness and safety for the physical plant and grounds.</p> |
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**SUPERVISES:**

Custodial Assistant

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 02**

**CUSTODIAN (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Clean and inspect restrooms and locker rooms daily.
- \* (2) Damp clean all windows, window ledges and furniture in all assigned areas daily.
- \* (3) Perform routine high dusting of all rooms in scheduled areas.
- \* (4) Spot mop and damp mop the hard surfaces of rooms and corridors daily.
- \* (5) Vacuum and spot clean carpeted rooms and hallways daily.
- \* (6) Maintain the inventory of custodial supplies, tools and materials for use in the facility.
- \* (7) Assist in the supervision of the physical security of the building as it pertains to security lights, locking and unlocking the facility.
- \* (8) Provide emergency clean-up for spills and mishaps throughout facility.
- \* (9) Inspect, routinely, building lighting and daily relamping of light fixtures in all rooms.
- \* (10) Assist in the operation of the facility HVAC systems as required.
- \* (11) Assist in setting up for meetings and workshops on planning days.
- \* (12) Conduct minor maintenance repairs assigned, within the knowledge and skill level of a custodian.
- \* (13) Participate in any Casualty Prevention, tests and inspections that is an integral part of the facility.
- \* (14) Patrol facility and grounds to pick up and prevent accumulation of litter daily.

**Employee Qualities / Responsibilities**

- \* (15) Participate in workshops and training sessions as required.
- \* (16) Complete cleaning schedule for areas assigned, with the frequency requirements provided, and look for ways to improve the schedule.
- \* (17) Inspect, routinely, areas of physical plant, and grounds for possible personnel and safety hazards and make reports to Principal or other responsible directors.
- \* (18) Assist in the assignment, scheduling and training of the custodial assistant staff.
- \* (19) Maintain a positive public relations attitude with all staff personnel and student body.
- \* (20) Supervise the events in special cleaning programs and projects.
- \* (21) Follow attendance and proper dress codes as required.

**System Support**

- \* (22) Assist with all matters relative to the cleanliness and safety for the facility.
- \* (23) Prepare all required reports and maintain all appropriate records.
- \* (24) Ensure that School Board policies and governmental regulations are being consistently applied to area of responsibility.
- (25) Perform other duties as assigned.

\*Essential Performance Responsibilities