

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

CUSTODIAL ASSISTANT

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience in custodial work or equivalent.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to 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.

REPORTS TO:

Principal / Custodian

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

N/A

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. 08

CUSTODIAL ASSISTANT (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Clean and inspect restrooms and locker rooms daily.
- * (2) Perform routine damp cleaning of all windows, window ledges and furniture in all assigned areas.
- * (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 of the facility.
- * (8) Provide emergency clean-up for spills and mishaps throughout the facility.
- * (9) Assist in setting up for meetings and workshops on planning days.
- * (10) Assist in minor maintenance repairs assigned to the head custodian.
- * (11) Patrol the facility and grounds to pick up and prevent accumulation of litter daily.
- * (12) Clean windows as directed.

Employee Qualities / Responsibilities

- * (13) Participate in workshops and training sessions as required.
- * (14) Follow attendance and proper dress codes as required.
- * (15) Complete cleaning schedule for areas assigned, with the frequency requirements provided, and look for ways to improve the schedule.
- * (16) Maintain a positive public relations attitude with all staff personnel and student body.
- * (17) Perform special cleaning programs and projects.
- * (18) Inspect, routinely, those areas on assigned schedule for possible personnel and safety hazards and report to head custodian.

System Support

- * (19) Assist the custodian with all matters relative to the cleanliness and safety for the facility.
- * (20) Prepare all required reports and maintain all appropriate records.
- * (21) Follow School Board policies and school policies and procedures.
- (22) Perform other duties as assigned.

*Essential Performance Responsibilities