

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

September 9, 2021

The Autauga County Board of Education is now accepting applications for the positions of: 9-Month Custodian at Prattville Elementary

Job Description: Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

Qualifications: Please see the attached ACBOE job description for this position.

Effective Date: Following Board Approval

Salary: ACBOE Approved Salary Matrix (Based on experience in school setting)

Contract Length: 187 days (9 months)

Application Information: Go to <http://www.alsde.edu/TeachinAlabama/> to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

Application Deadline: September 17, 2021 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

1 Attachment
1. Job Description

CUSTODIAN (JANITOR)
(Local School)

POSITION TITLE: Custodian (Janitor)

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: School Principal

QUALIFICATIONS:

High school education or equivalent with minimal experience in custodial work. Must be able to read written instructions.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Perform such duties as: sweeping, mopping, waxing, buffing, dusting, vacuuming and washing windows in hallways, classrooms, and offices, etc.
2. Assist in the performance of preventive maintenance or minor maintenance and repair of plumbing, electrical equipment and fixtures.
3. Report any repair or maintenance needs to designee.
4. Keep restrooms clean and stocked.
5. Ensure proper placement of desks, chairs and furniture after cleaning room.
Assist with periodic or emergency classroom clean-up duties.
6. Empty trash receptacles inside and outside of building.
7. Possess ability to lift up to 50 pounds.
8. Maintain adequate building security.
9. Keep outside areas mowed, clipped and free of trash.
10. Secure necessary equipment or supplies in order to complete job responsibilities.
11. Perform other tasks and duties competently.

JOB GOAL:

To serve as Custodian (Janitor) in a manner which ensures efficient support for the operation of the school and to work with the Principal and Head Custodian (Janitor) in carrying out designated functions to maintain cleanliness and safety necessary for a good school environment.