



# Mobile County PUBLIC SCHOOLS

## Job Description Title – CUSTODIAN

**SUPERVISED BY/REPORTS TO:** School Principal/Supervisor or Designee

**FLSA STATUS:** Non-Exempt

### QUALIFICATIONS:

- Good general health, clean in attire and appearance.
- Ability to read and write and to understand and follow oral and written instructions.
- Ability to prioritize tasks.
- Ability to be punctual and in regular attendance.

### PHYSICAL REQUIREMENTS:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Ability to engage in prolonged standing, stooping, carrying, kneeling, crawling, bending, turning, reaching, and frequent walking.
- Strength and agility to lift and carry objects weighing up to 50 pounds.
- Ability to exert up to 75 pounds of force.
- Ability to work in locations involving heights or confined spaces; to work indoors and outdoors year-round in noisy crowded environments, and inclement weather.
- Able to tolerate cleaning supplies and odors associated with these cleansing agents.
- Ability to climb ladders.

**PREFERRED:** A high school graduate from a regionally accredited school, GED equivalent, or completion of an accredited job training program such as: Project SEARCH, Volunteers of America, Alabama Department of Rehabilitation Services, etc. Should possess and maintain valid Driver's License.

### ESSENTIAL FUNCTIONS AND PERFORMANCE RESPONSIBILITIES

*The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required. These that must be met by an employee to perform the essential functions of this job successfully and satisfactorily.*

1. Operate custodial equipment such as vacuums, mops, small hand and power tools, floor buffer/scrubber, blowers, weed eater, lawn mower, other equipment as assigned.
2. Cleans equipment and tools after use and maintains cleanliness and order in storage areas.
3. Scrubs, mops, waxes, and polishes floors according to established schedules and procedures.
4. Ensures floors are swept and mopped, garbage receptacles are emptied and cleaned, fixtures and furnishings are dusted, windows cleaned, and facilities are made sanitary, safe, and attractive according to established and industry standards.
5. Cleans, shampoos, and/or disinfects: Carpets and rugs, restrooms in accordance with established procedures.
6. Moves, sets up, assembles, re-arranges, or removes furniture as directed.
7. Reports absences and takes leave in accordance with Board policies and procedures.

8. Assists with keeping building and grounds free of paper and litter. Clean outside entrances, walkways, sidewalks, and rugs.
9. Assists in maintaining the inventory of custodial supplies, tools and materials for use on school property. Replenishes paper supplies and hand soap in restrooms and classrooms.
10. Reports equipment malfunctions and facility maintenance needs to immediate supervisor.
11. Keeps supervisor informed of potential problems or unusual events and responds to inquiries and custodial and other concerns in a timely manner.
12. Uses appropriate chemicals and cleaners safely and productivity according to instructions and established MCPSS and State Department of Education regulations to ensure personal, student, public, and staff safety.
13. Lock and unlock gates, windows and doors; inspect the building and grounds for safety hazards.
14. Performs emergency custodial services (clean-up of bodily fluids, chemical spills, glass breakage, etc.) in accordance with established procedures and training.
15. Functions independently, or as part of a custodial crew team depending on the nature of the task, such as in seasonal facility preparations, or other major custodial projects.
16. Perform duties in a courteous and professional manner that promotes good public relations on behalf of the district. Demonstrates support for the school system and its goals and objectives. Takes pride in their work.
17. Develop and maintain proper and professional relationships with students and other district employees.
18. Engages in required orientations, trainings, safety instruction, and meetings as required for effective job performance, professional growth, and/or advancement.
19. Maintains appropriate confidentiality regarding school/workplace matters.
20. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility. Demonstrates ability to be flexible with duties.
21. Adheres to school system rules, administrative procedures, local board policies, and state, federal, and local regulations.
22. Performs other job-related duties as assigned by the principal/supervisor or designee.

## **EVALUATION**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Employees. Evaluation will be by the principal or his/her designee.

## **TERMS OF EMPLOYMENT**

10-month (197 days) or 12-month (260 days) contract; 40-hour workweek. Daily work schedule will be determined by the principal/supervisor or their designee and is subject to change. Salary is according to the board approved Salary Schedule for this position.

At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

## **SALARY**

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.