

**BIBB COUNTY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE: CUSTODIAN (SCHOOL)**

**CLASS:** Support Personnel

**LEVEL:** Custodian

**DEPARTMENT:** School

**SUPERVISOR:** Principal

**SERVICE TYPE:** Classified

**FLSA:** Non-exempt

**SALARY:** BCS Salary Schedule

**TERMS OF EMPLOYMENT:** 182 Days

**JOB GOAL:**

To maintain the facility and to provide a safe, clean, sanitary environment for the school employees, students and community to work and study.

**MINIMUM QUALIFICATIONS:**

1. High school diploma or GED as recognized by the SDE.
2. Demonstrated experience in custodial work preferred.
3. Demonstrated aptitude for the successful completion of assigned tasks.
4. Background clearance through FBI and ABI processes.

**ESSENTIAL FUNCTIONS:**

1. Regular and punctual attendance required; full compliance with BCS sick leave and personal leave policies.
2. Clean and maintain school building(s) as assigned; take out trash on a daily basis.
3. Clean, sweep, dry mop and wet mop floors, offices, hallways, restrooms, and gymnasium as assigned; scrub and disinfect sinks, toilets and toilet floors daily.
4. Clean mirrors, mirror ledges, hand dryers, stall doors and walls, and disinfect door knobs in restrooms daily.
5. Sweep floors at all entrance and exit doors, mop lobby area, clean and disinfect gym dressing rooms as assigned
6. Clean lockers, disinfect lockers, dust fire extinguisher boxes, furniture and office machines as assigned.
7. Vacuum, shampoo, spot and extract carpet as assigned.
8. Clean windows and window sills and remove debris from the building(s) as assigned.
9. Clean and restock restrooms and restroom fixtures as assigned; clean and disinfect all drinking fountains daily.
10. Clean outside entrances, walkways, sidewalks and rugs; pick up trash on the campus.
11. Move light-weight boxes and items when needed to accommodate employees.
12. Clean walls around trash cans as assigned on a daily basis.
13. Perform and/or assist in event or special program set-ups as assigned.
14. Clean and wax floors during the summer as requested.

**OTHER JOB RESPONSIBILITIES:**

Assume other reasonable and equitable job-related duties as assigned by the supervisor.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to work an eight (8) hour day and overtime as requested.
2. Knowledge and skill in custodial work.
3. Ability to work with a significant diversity of individuals and/or groups, and perform effectively as a team member.
4. Ability to follow oral and written directions.
5. Ability to work with or without supervision.
6. Skill in communicating effectively with others.
7. Demonstrate a helpful attitude and willingness to perform the tasks at hand.
8. Exhibit pride in a job well done.
9. Ability to use and distribute cleaning products and equipment.
10. Knowledge of cleaning techniques, cleaning equipment, and cleaning chemicals and supplies.
11. Ability to follow required health/safety standards and procedures.

**PHYSICAL REQUIREMENTS:**

1. Stand and walk a majority of each day.
2. Lift up to 50 pounds on a regular basis.
3. Stoop, kneel, bend, reach, twist and turn on a frequent basis.
4. Work in extreme temperatures of heat and cold on an occasional basis.
5. Adequate strength, dexterity, and agility to perform all required tasks.

**EVALUATION:**

Job performance for non-probationary employees will be evaluated by the immediate supervisor based on Board policy. Probationary employees will be evaluated annually.

**APPEALS:**

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance policy.