

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

CUSTODIAN

QUALIFICATIONS:

- (1) High School Diploma or equivalent.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated general knowledge of maintenance equipment used on the job. Capable of doing heavy manual work in routine housekeeping, domestic tasks and grounds work in and around schools and other buildings. Able to do manual work involving a variety of housekeeping and gardening tasks under relatively close supervision. Instructions from supervisors are specific in nature and work is subject to close inspection during progress and upon completion. Employees must be physically able to maintain a heavy work schedule over the normal work day. Where employees do not work under close supervision, work follows a well-established routine. This position's primary responsibility is for buildings, grounds and equipment. Knowledge of chemicals and how to use them properly.

REPORTS TO:

Head Custodian/Principal

JOB GOAL

To provide services that will maintain a clean, safe and positive environment at school site.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES

- (1) Maintain a working knowledge of methods, materials and equipment used in cleaning floors, walls, windows, light fixtures and plumbing fixtures.
- (2) Be aware of methods, materials and equipment used in routine care of buildings.
- (3) Develop and maintain a working knowledge of use and care of janitorial equipment.
- (4) Scrub, mop, wax and polish floors; dust and polish furniture; wash windows, woodwork, toilets, Venetian blinds, washrooms and fixtures.
- (5) Work with a variety of chemicals, mixed by self for use.
- (6) Replace burned out light bulbs; assist in making simple repairs to building equipment and furniture.
- (7) Empty waste baskets and ash stands; take trash to main area for disposal; clean up ground and sprinkle the lawn; bale paper for disposal.
- (8) Perform routine care of grounds.
- (9) Read and interpret manuals for use and maintenance of sophisticated equipment.

Board Approved April 20, 1998
Amendment Board Approved April 15, 2003

CUSTODIAN (Continued)

- (10) Move office and school furniture and equipment from place to place as directed.
- (11) Deliver supplies to offices.
- (12) May be required to wear respirator for some tasks.
- (13) Use effective, positive interpersonal communication skills.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.
- (15) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 6-12
10 months
Variable hours per day

EVALUATION:

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