

DYER COUNTY SCHOOLS

TITLE: **SCHOOL CUSTODIAN**

QUALIFICATIONS:

1. Must be in good health
2. Such alternatives to the above qualifications as the Director of Schools and/or Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL To provide students and teachers with a safe, attractive, comfortable, clean, and efficient places in which to teach, learn, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Shovels, plows, and sands walks, driveways, parking areas, and steps, as appropriate.
3. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of the building occupancy.
4. Sweeps classrooms daily.
5. Cleans corridors after school each day, and during the day when their condition requires it.
6. Cleans and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
7. Keeps the grounds free from rubbish.
8. Performs such yard keeping chores as grass cutting, tree trimming, and the like as necessary, to maintain the school grounds in a safe and attractive condition.
9. Makes minor building repairs as needed.
10. Reports major repairs needed promptly to the principal.
11. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
12. Reports immediately to the principal any damage to school property.
13. When requested by principal, remains on the school premises during school hours and/or during non-school hours when the use of the building has been authorized.
14. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.
15. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such times as will not hinder the custodian in his duties.
16. Conducts an on-going program of general maintenance, upkeep, and repair.
17. Performs other work incidental to the operation of school plant to maintain efficiency and quality to extent qualified.

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18. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
19. Stores and transfers equipment and supplies as directed.
20. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
21. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
22. Attends workshops/training on hazardous chemicals, blood-borne pathogens, etc., as required by the Principal and Safety Director.
23. Performs other duties as directed by the principal and/or Supervisor of Maintenance and/or the Director of Schools.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be established by the Board and/or Director of Schools.

**Essential Job Functions
Minimum Physical Safety Requirements
Dyer County Board of Education**

**School Custodian
Department - Maintenance**

This position requires the employee to perform a wide variety of maintenance and cleaning functions. Other functions include mowing, and many material handling tasks.

SPECIFICATIONS -

1. The employee must demonstrate the ability to perform the following static lifts on an occasional basis.

Leg Lift	- 163.0 lbs. dynamic, 326.0 lbs. static
Torso Lift	- 163.0 lbs. dynamic, 326.0 lbs. static
Shoulder Lift	- 60.0 lbs. dynamic, 100.0 lbs. static
Arm lift	- 60.0 lbs. dynamic, 80.0 lbs. static
Push/Pull	- 92.5 lbs. dynamic, 132.1 lbs. static

These lifts are required to lift, transfer, and push/pull desks and bookshelves to clean, and to lift boxes of commodities and books.

2. The employee must be able to meet the physical demands of the job.
3. The employee must demonstrate the ability to read and write, and perform simple arithmetic. The employee must be able to see and inspect documents, as well as accurately distinguish colors.
4. The employee must meet the requirements (vision requirements) to gain a valid operators' license to drive as needed to effectively perform the job.

This outlines the essential functions of the job of School Custodian for the Dyer County Board of Education, and establishes the minimum requirements necessary to safely perform the tasks essential to the job.