

Hyde County Schools

CUSTODIAN

NATURE OF WORK

An employee in this class performs a variety of manual activities cleaning and maintaining buildings. An employee in this class also controls and performs minor maintenance to the building heating and air conditioning equipment. The employee performs a variety of duties in accordance with established practices and cleaning schedules. An employee in this class will introduce minor changes in procedures and solve simple problems before contacting a supervisor. The employee receives limited supervision.

DUTIES AND RESPONSIBILITIES

Sweeps, mops, vacuums, strips, waxes and buffs floor surfaces.

Cleans restroom areas and replenishes paper supplies and soap as necessary.

Cleans windows, walls, woodwork, blinds and light fixtures.

Dusts and cleans desks and other furniture.

Empties trash receptacles; deposits recyclable material in proper receptacles.

Sweeps sidewalks and walkways outside of buildings; polices grounds, picking up debris; shovels snow and/or applies de-icing compounds to walkways and driveways, as necessary.

Replaces burned out light bulbs.

Prepares requisition forms to obtain necessary supplies for coming workweek.

Sets traps for rodents and other pests, appropriately discarding trapped animals.

ADDITIONAL JOB FUNCTIONS

Raises and lowers flags at start and end of workday.

Performs minor maintenance on appliances, as abilities will allow.

May open and secure buildings at start and end of workday, respectively; may turn on and off lights at start and end of day, respectively, and adjust heating or air conditioning, as appropriate.

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May arrange furniture for meetings or other events.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Some experience in custodial work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

ESSENTIAL JOB FUNCTIONS

Must be physically able to operate vacuum cleaners, carpet shampooers, brooms, mops, leaf blowers, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Requires the ability to read simple forms. Requires the ability to prepare time sheets and maintenance reports using prescribed format.

Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

KNOWLEDGE, SKILLS AND ABILITIES

General Knowledge of the standard methods, materials, and equipment employed in janitorial work.

Some knowledge of cleaning procedures and the use of cleaning materials.

Ability to follow instructions.

Ability to perform medium physical work.

Ability to exercise independent judgment and initiative in completing work assignments.

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Ability to establish and maintain effective working relationships as necessitated by work assignments.

REPORTS TO: Dean of Student Support Services/Principal

FSLA STATUS: Non-Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.