

Ware County School System
Job Description
Classified Personnel

Site:	Schools
Position Title:	Custodian
Reports To:	Principals
Work Year:	
FLSA Status:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
Primary Function:	To provide students with a safe, attractive, comfortable, clean efficient place in which to learn, play and develop
Qualifications:	
<input type="checkbox"/> Educational Level:	High School Diploma or its equivalency preferred
<input type="checkbox"/> Certification/Licensing:	
<input type="checkbox"/> Proficiency Skills:	Must be able to demonstrate competence for assigned areas
<input type="checkbox"/> Personal Skills:	Pleasant personality; ability to work cooperatively with others; ability to follow written and oral directions
<input type="checkbox"/> Physical Skills:	Stamina to perform essential duties
Essential Duties:	
1.	Maintains a pattern of prompt and regular attendance.
2.	Demonstrates appropriate communication skills as applicable for the job.
3.	Acts in a professional manner and maintains a professional attitude towards the public and colleagues and exhibits the fundamentals of good public/customer service.
4.	Participates in appropriate training, workshops and staff development activities and applies what is learned to the job; accepts new challenges in a professional manner.
5.	Shows initiative and assumes responsibility for all aspects of job responsibilities.
6.	Performs routine duties and tasks with little or no direct supervision.
7.	Limits personal business and phone calls to a minimum during work hours.
8.	Treats all individuals, including students, coworkers, parents, and the public with dignity, respect, and courteousness.
9.	Complies with school, system, state, and federal regulations and policies including the PSC Code of Ethics, as related to job requirements.
10.	Maintains confidentiality of sensitive information and materials.
11.	Maintains a professional appearance as appropriate for job responsibilities.
12.	Exhibits time on task, a flexible, cooperative and hard-working attitude.
13.	Takes direction and guidance from supervisors in a cooperative manner.
14.	Keeps building and premises, including sidewalks, driveways and play areas neat and clean at all times.
15.	Regulates heat, ventilations and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity.
16.	Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
17.	Sweeps and/or vacuums classrooms daily and dusts furniture.
18.	Scrubs, hoses down, and disinfects toilet floors daily and cleans all sannitray fixtures and drinking fountains daily.
19.	Washes all windows on both the inside and outside at least twice each year and more frequently if necessary.
20.	Keeps the grounds free of rubbish.
21.	Keeps all floors in a clean and attractive condition and i a good state of preservation.
22.	Cleans all whiteboards/chalkboards once a week.
23.	Makes such minor repairs such as a custodian is capable of
24.	Reports major repairs needed to the principal.
25.	Reports immediately to the principal any damage to school property.
26.	Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and the custodian's attendance is required.
27.	Assumes repsonsibility for the opening and closing of the building each school day for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
28.	Keeps an inventory of supplies, equipment, and fuel on hand and requisitions such needed replacements from the principal far enough in advance that they may be delivered in such time as to facilitate the performance of custodial responsibilities.
29.	Conducts an ongoing program of general maintenance, upkeep and repair.
30.	Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
31.	Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.

- 32. Keeps current with all training requirements for asbestos regulations and any other training required under the Maintenance Review section of the State Department of Education.
- 33. Stays alert to detect any suspicious person(s) or happenings, which might endanger the safety of the school and reports same to principal immediately.
- 34. _____
- 35. _____
- 36. _____
- 37. _____
- 38. _____

Important Notes

ESSENTIAL DUTIES

Job descriptions are designed and intended only to **summarize the essential duties**, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. **Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed—even if seemingly unrelated to the basic job.** Every employee has a duty to perform all assigned tasks. *(An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Assistant Superintendent of Personnel Management).* It should also be noted the **order of performance responsibilities** as listed in the job description is not designed or intended to rank duties in any order of importance relative to each other.

QUALIFICATIONS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

I acknowledge the duties of this job and understand the responsibilities required of the position.

Print Employee's Name

Date

Signature of Employee

Print Supervisor/Principal Name

Date

Signature of Supervisor/Principal