

POSITION: CUSTODIAN III

REPORTS TO: Principal

DESCRIPTION: Personnel employed to keep buildings clean and free of refuse, to operate the heating or cooling systems, and to make minor repairs.

QUALIFICATIONS:

1. High school diploma or GED required.
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position.
3. Ability to work well with others.
4. Physical strength, dexterity, and ability to manual labor.
5. Ability to carry out verbal and written instructions and reporting procedures.
6. Experience and/or working knowledge in building cleaning, methods, materials, equipment, security services, or allied work.
7. Awareness of factors of fire and health safety involved in the care of buildings.
8. Ability to create personable relations with co-workers, building occupants, and the public in general.
9. Simple repair skills and maintenance methods familiarity.
10. Ability to operate heating and cooling systems.
11. Working knowledge of grounds equipment and horticulture methods.

RESPONSIBILITIES:

1. Performs custodial work involving independent activity to keep school clean, sanitary, and in orderly condition, as well as minor maintenance tasks.
2. Performs assigned manual work of ordinary difficulty and responsibility. Job assignments are in the form of written or oral instructions and are performed under supervision and reviewed periodically.
3. Must clean and wash floors, walls, ceilings; dust and polish furniture; wash windows; strip, spray, buff, was, and polish floors; wash and clean rest rooms. Dispose of garbage and trash.
4. Set up and shift furniture and furnishings as required.
5. Provides assistance to students, teachers, public, and other employees as assigned.
6. Transports teaching supplies and equipment as required by teaching staff and principal.
7. Maintains watch over property and grounds against trespassing, vandalism, and fire hazards. Signal police and fire departments.
8. Assists in building maintenance by replacing window glass, cleaning gutters and drain pipes, freeing stopped sanitary and sink plumbing, repairing leaks, repairing furniture, doing simple painting, replacing lights, and performing other related work.
9. Maintains grounds by cutting grass with hand and power mowers, collecting litter, trimming bushes and small trees, raking grounds, and performing minor repairs to walks, paths, walls, play apparatus, roads, and site improvements. Snow removal duties as assigned.
10. Operates heating, lighting, ventilation, cooling, and electrical systems as specified. Perform routine lubrication services and minor preventive maintenance services.
11. Operates security systems and fire safety systems.
12. Inspects buildings; reports deficiencies.
13. Performs inventory control checks.
14. Orders miscellaneous custodial material and supplies.
15. Keep records.
16. Maintains positive work habits.
17. Performs duties efficiently and productively.
18. Maintains and/or upgrades job-related skills.
19. Performs other related duties as assigned by principal or building supervisor.
20. Develops and maintains a safe work environment at all times.

SALARY: Pay Grade:C

EMPLOYMENT TERM: 200 - 261 Days