

Duties and Responsibilities

Custodian

Pickens County Schools

Job Title: Custodian

Definition: The position of school custodian requires an individual to be punctual and dependable; of good moral character; well groomed; courteous; confidential and demonstrate efficient work habits. The person must be able to follow verbal and written directions; relate well to children and adults; demonstrate a positive attitude toward work. Custodial experience may be helpful but is not required. The person in this position maintains the school building and grounds and performs other duties as assigned by the principal. Employees in this position work 5 days per week, but must be able to work occasional unusual hours in certain situations. All employees of Pickens County BOE are required to submit to a criminal records check prior to employee.

EQUIPMENT/JOB LOCATION

1. Work will be performed throughout the school building and grounds
2. Work involves medium to heavy lifting of boxes, pushing, pulling, carrying, stooping, kneeling, ladder climbing, maneuvering in confined spaces and prolonged standing and walking; work involves exposure to extreme temperatures, chemicals and smells commonly associated with schools in general.

ESSENTIAL FUNCTIONS OF THE JOB

1. Follow all safety standards and training guidelines throughout the performance of duty.
2. Follow the directions of the principal in accordance with assigned daily duties and the posted work schedule.
3. Lock and unlock doors as instructed by the principal
4. Keep building and grounds clean, need strength and ability for operating some types of equipment including floor buffers, must have the ability to strip and wax floors, must have the ability to move heavy furniture, must be able to lift a minimum of 50 lbs., lifting large garbage bags, empty trash cans, bending over to clean bathroom facilities, working on a ladder for tasks such as cleaning windows and changing light bulbs.
5. Submit a list of needed cleaning supplies to the principal.
6. Replace consumable supplies.
7. Report to the principal any needed major repairs or safety concerns.
8. Make minor repairs to building as needed
9. Care for custodial equipment including proper use and check for maintenance and repair.
10. Must have sufficient strength and ability to independently and repeatedly lift, move and carry objects weighing up to 50 pounds and to move and carry objects weighing more than 50 pounds with assistance.

11. Must be able to maintain prolonged standing/walking as shift allow.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Must possess physical body, dexterity and coordination to achieve angles and positions required to perform various lifting
2. Must be able to distinguish between different chemical materials with ability to read and understand label information.
3. Ability to learn occasional hazard and safety precautions.
4. Ability to carry out and understand verbal and written instructions.
5. Ability to report to work on time and notify appropriate individual if unable to work.
6. Ability to perform job duties for entire work day.
7. Must have sufficient strength and ability to independently and repeatedly lift, move and carry objects weighing up to 50 pounds and to move and carry objects weighing more than 50 pounds with assistance.
8. Employees must be able to pass physical abilities test/post offer screen for employment.

TERMS OF EMPLOYMENT

Full time: Eight hours per day, hourly rates and benefits as set forth by the Pickens County Board of Education.

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I have been given a copy of the duties and responsibilities of a custodian in Pickens County School System; I have been made aware by a school administrator that failure to complete successfully the assigned duties of a custodian will be grounds for a recommendation for termination by the school principal.

School Administrator

Employee Signature

Date