



Columbia County School District Job Description

Position Title: Custodian		
Department: School/Department	Evaluation Instrument: Performance will be evaluated annually by the Principal/Director in accordance with Policy GBI- Evaluation of Personnel	
Pay Grade: General Services Salary Schedule, Grade B	Pay Type: Non – Exempt	Retirement: Public School
Contract Work Year: 220 Days Per Year, 8 Hours Per Day; Central Office – 243 Days Per Year, 8 Hours Per Day		
Reports to: Principal/Director		

MINIMUM QUALIFICATIONS

Education: High School diploma or equivalent.

Essential Knowledge/Skills: Knowledge of cleaning practices required to clean schools or facilities. Knowledge of cleaning supplies, materials, chemicals, and equipment used in cleaning and caring for floors, walls, fixtures, and furniture; ability to use cleaning supplies and equipment economically, efficiently and safely. Must be able to follow oral and written instructions with minimal to no supervision or work as part of a team. Requires regularly lifting, carrying or transferring of 40lbs and occasional lifting and/or moving of 100 pounds; continuous standing, walking, squatting, bending, twisting, pushing, pulling, reaching with hands and arms; using hands and fingers to operate objects, tools, or control. Must be capable of working off a six-foot high stepladder. May be subject to noise, vibration and temperature changes.

Experience: Previous experience in cleaning buildings or work experience that required heaving lifting, bending and working under weather conditions and/or temperatures that would provide the required knowledge, skills and abilities.

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

JOB FUNCTION: This support services position reports to the Custodial Cluster Supervisor and is responsible for performing repetitive manual work requiring efficient performance of building cleaning and maintenance duties. A custodian works under minimal supervision and generally is assigned a designated zone area to clean daily. This assignment is routine and re-occurring. The custodian may receive specific instructions on each new or unusual assignment by the Custodial Cluster Supervisor. The custodial cleaning program must be conducted in compliance with policies and procedures of the Board of Education, the Georgia State Board of Education, as well as all local policies, and state and federal statutes. The Columbia County School System Custodial Handbook identifies three types of custodians: Day Starters (Monitors), Zone Cleaners, and Floor.

- Maintains the schools / facilities to the FMO Custodial Standards as specified in the Custodial Staff Handbook.
- Must be able to follow oral and written directions with minimal to no supervision and makes appropriate decisions with routine tasks.
- Must work independently and cooperatively within the team and maintain professional behavior at all times.
- Follows all general personnel procedures and guidelines, including safety, as set forth in the FMO Employee Handbook.
- Must be able to clean each classroom within a 15-minute timeframe.
- Daily cleans and disinfects of classrooms, administration area, hallways, stairwells, elevators, restrooms, locker rooms, gyms, cafeterias, media center, special use rooms, commons area, lobbies, auditoriums, entranceways, nurses' office, weight rooms, portable classrooms, etc.

- Cleans all glass (mirrors, partitions, doors, windows, etc.)
- Removes all fingerprints from walls, doors, and hardware.
- Sweeps and/or vacuums classrooms and other areas daily.
- Scrubs, mops, disinfects, and polishes hard-surfaced floors in restrooms, cafeteria, hallways, classrooms, etc.
- Cleans and disinfects drinking fountains daily.
- Removes trash and debris from all classrooms, hallways, offices, and other rooms daily. Places all garbage in outside garbage dumpster.
- Performs sanitizing tasks in various facility areas, i.e. restrooms and cafeterias.
- Inspects the grounds and picks up trash.
- Performs coverage of the breakfast and/or lunch shift as a team player.
- Ensures that the building is equipped with the necessary cleaning chemicals and dispensers.
- Properly operates, maintains and stores custodial cleaning equipment (high and low speed buffers, upright vacuums, auto scrubbers, restroom cleaning machines, backpack vacuums, wet/dry vacuums, burnishers, and carpet cleaners.
- Maintains building and grounds security by opening and locking the building each school day, if necessary.
- Uses appropriate chemicals and cleaners safely and for the correct application.
- Correctly mixes chemicals and cleaners and applies them per the manufacturers' recommendations.
- Performs physically demanding tasks requiring use of heavy custodial equipment, i.e. mopping, stripping, waxing, floor buffing, sweeping, and vacuuming.
- Responds to emergency situations in order to secure the area in order to protect the students, faculty, and staff.
- Performs non-cleaning tasks in the facility, i.e. changing light bulbs in classrooms, filling paper and soap dispensers, and assisting in setting up and disassembling for extracurricular activities/special events.
- Maintains an adequate supply of custodial cleaning and equipment supplies necessary to perform duties efficiently.
- Applies ant killer at the request of the school staff.
- Ensures that there are minimal disruptions of the school's daily activities.
- Completes the Daily Cleaning Checklist Form.
- Completes the Custodial Training Documentation Form after receiving additional training.
- Walks and checks the building each morning, and reports any area of concern to the Custodial Cluster Supervisor. (Day Starter)
- Submits custodial cleaning supply orders to the Custodial Cluster Supervisor. (Day Starter)
- Must understand safety principles and procedures and apply them in the workplace.
- Performs all other related or non-related tasks as assigned by the Custodial Cluster Supervisor, Principal, or the Executive Director of FMO with a positive attitude.

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 Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

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.

Revised: August 2012