

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

CUSTODIAN

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Physically able to perform assigned duties

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated knowledge of equipment used on the job. Capable of performing routine housekeeping, domestic tasks and grounds work under relatively close supervision. Must be able to complete an assigned schedule over a normal work day and be able to follow a well-established routine.

REPORTS TO:

Head Custodian / Principal / Site Administrator

JOB GOAL

To provide a safe, attractive, comfortable, clean and positive environment at the school / work site.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain a working knowledge of methods, materials and equipment needed to complete assigned tasks.
- * (2) Develop and maintain a working knowledge for the care of all assigned equipment.
- * (3) Perform heavy cleaning activities (scrub, mop, wax, polish, dust, wash windows, etc.) as assigned.
- * (4) Complete work on schedule and according to established standards.
- * (5) Receive, account for and distribute materials and supplies as directed.
- * (6) Move furniture and equipment as directed.
- * (7) Report and / or complete minor repairs as directed.
- * (8) Report all damage and major repairs to supervisor immediately.
- * (9) Assume responsibility for unlocking / securing facilities as assigned.
- * (10) Work with a variety of chemicals, some of which may be mixed by self for use.
- * (11) Read and interpret manuals for use and maintenance of equipment.
- * (12) Mow grass and perform other routine care of grounds as assigned.
- (13) Attend in-service training sessions on custodial related subjects.
- (14) Use effective, positive interpersonal communication skills.
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8

SALARY LOCATOR: Classified Personnel Salary Schedule