

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

CUSTODIAN ASSISTANT

QUALIFICATIONS:

- (1) Must have the ability to understand and follow oral instructions.
- (2) Some experience and knowledge of janitorial service.
- (3) Must be physically able to perform duties.

KNOWLEDGE, SKILLS AND ABILITIES:

Capable of performing a variety of housekeeping tasks. When not working under close supervision, his/her work follows a well established schedule and routine. He/she keeps working areas in school department in clean and orderly condition.

REPORTS TO:

Head Custodian/Principal

JOB GOAL

To provide a clean and orderly condition at the school/work site.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Dust mopping (light and heavy soil).
- * (2) Sweeping (interior and exterior).
- * (3) Wet mopping.
- * (4) Vacuum rugs.
- * (5) Wash baseboards, window sills, windows and doors.
- (6) Dust: bookcases, bulletin boards, cabinets, chairs, desks, lamps, pictures, stands, tables, fans, venetian blinds, window ledges, telephones, fluorescent fixtures.
- * (7) Clean men's restroom: check towels, soap dispensers, tissue, replace as needed. Clean sinks, toilets and urinals. Empty rubbish from trash containers. Wipe and polish mirrors.
- * (8) Women's restroom: check towels, soap dispensers, tissue, napkin dispenser, replace as needed. Clean sinks and toilets. Wipe and polish mirrors. Empty rubbish from trash containers.
- (9) Other duties as assigned.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently 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