



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	<b>Custodian</b>
<b>SCHOOL/DEPARTMENT</b>	Assigned school or location
<b>SALARY</b>	Salary Grade 54 plus supplement
<b>FLSA STATUS</b>	Non-exempt
<b>REPORTS TO</b>	Principal, Head Custodian, or Assistant Maintenance Director
<b>SUPERVISES</b>	None
<b>WORK WEEK SCHEDULE</b>	Monday – Friday; evenings and weekends as necessary
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The Custodian performs intermediate work in the care and cleaning of school buildings and grounds. The Custodian provides general assistance for relocating furniture, school deliveries, and other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- General knowledge of cleaning methods, materials and equipment
- Ability to understand and follow simple oral and written directions
- Ability to establish and maintain effective working relationships with associates and school staff
- Basic ability to read and speak/understand English
- Ability to interact appropriately and courteously with central office personnel, school administration, faculty, staff, and students

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- GED, High School diploma, or some high school or middle school attendance
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Valid driver's license issued by the NC Department of Motor Vehicles

### **PREFERRED QUALIFICATIONS:**

- Experience as a custodian in a public school setting
- Experience working and interacting appropriately with students, teachers, and other school staff

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Secure building; take out the trash, clean bathrooms, hallways, classrooms, and the gym
2. Mop and buff the halls; vacuum in carpeted areas
3. Clean the cafeteria after school activities
4. Change lights; fill all paper towel dispensers, and toilet paper dispensers
5. Clean and dust high and low, clean white boards, wipe clean student desks, empty trash cans
6. Clean all the bathroom stalls and sinks, fill toilet paper dispensers, soap dispensers, paper towel dispensers, sweep and mop the floors, wipe down the walls
7. Sweep, mop, vacuum, buff, and strip floors; wipe down all the walls
8. Clean gym, sweep and spot mop, clean water fountains, and clean up after activities
9. Set up and pick up chairs, clean, sweep and pick up all trash
10. Replace lights on a daily basis for inside and outside of the school building
11. Assist when other custodial staff members are absent
12. Interact appropriately and courteously with administrators, faculty, staff, students and central office staff
13. Perform additional duties as assigned by the Head Custodian, Principal or Assistant Principal

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered medium physical work requiring the exertion of up to 50 pounds of force. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*