APPROVED
FRANKLIN COUNTY
SCHOOL BOARD
8/27/2020

CUSTODIAN

QUALIFICATIONS:

1. Be at least 18 years of age.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities list below; good work habits; dependability and ability to work without supervision; willingness to work shift work as assigned; ability to maintain positive relations with students and school personnel; knowledge of chemicals and Safety and Materials Safety Data Sheets.

REPORTS TO: CUSTODIAL SUPERVISOR

JOB GOAL:

To provide all students and staff with a safe, secure, clean, attractive, comfortable and efficient environment in which to learn, play, and work.

SUPERVISES: NA

PERFORMANCE RESPONSIBILITIES:

Custodial responsibilities/duties shall include, but not be limited, to the following as requested and/or directed.

1. Keep buildings neat and clean at all times.
2. Empty trash in classrooms, gymnasium, bathroom, administration offices, cafeteria, and all outside receptacles.
3. Vacuum/dry mops all floors in all buildings.
4. Clean all bathrooms- floors, sinks, and toilets; restock with toilet paper, hand towels, and soap.
5. Clean drinking fountains daily.
6. Wipe down locker tops in all buildings weekly.

7. Clean and dusts furniture, exhibit, cases, pictures, and door trim.
8. Clean glass in doors and windows, and wipe down blinds.
9. Help set up and clean up after activities in all buildings.
10. Move furniture or equipment within buildings, as required or directed.
11. Replace light bulbs as needed.
12. Wax floors and clean carpets on scheduled basis.
13. Deliver lunchroom commodities to various school sites.
14. Perform other duties as assigned by Supervisor and/or Superintendent.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: (12 Month Personnel, 260 Days)

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.

Paid Holidays for 12 Month Personnel

Independence Day (1)
Labor Day (1)
Thanksgiving (2)
Christmas (2)
New Year (2)
MLK (1)

EVALUATION:

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

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations

Supervisor's Signature

Employee's Signature

Date

Date

FCSB Approval Date

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