

Custodial Support
New Hanover County Schools

Job Description

Class: Classified

Dept: Maintenance Operations

TITLE: Custodial Support

QUALIFICATIONS:

1. High School degree or equivalent.
2. Minimum of two years' experience in custodial or general maintenance work.
3. Valid North Carolina driver's license.

REPORTS TO: Custodial Administrator

JOB GOAL: To perform general building and grounds maintenance and institutional cleaning tasks, including cleaning of schools and office facilities, moving furniture, grounds maintenance, and other related tasks.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follows all rules and procedures as required by Maintenance Operations.
2. Serves as a temporary custodian at schools/support areas, or temporary building maintenance worker.
3. Assists with setting up buildings for special events.
4. Strips, scrubs, mops, waxes, and polishes floors in classrooms, offices, corridors, etc.
5. Maintains school grounds including raking, trimming shrubs, cutting grass, etc.
6. Washes windows, woodwork, and walls; vacuums carpets.
7. Moves furniture, supplies, and equipment as directed.
8. Changes ceiling tiles; cleans vents; replaces light bulbs and fluorescent tubes.

9. Reports any safety hazards or specific repair needs to the Custodial Administrator or Director of Maintenance Operations, as appropriate.
10. Responsible for completing all data when applicable for completing work orders daily.
11. Willing to be on-call in case of emergency.
12. Performs other related duties as requested by Director or Administrator.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 55

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to perform moderate physical labor.
- Ability to communicate with persons at all levels.
- Ability to climb ladders of various heights.
- Ability to lift a minimum of 50 pounds.
- Ability to follow broad verbal and written instructions.
- Physical ability and dexterity to perform duties and responsibilities of the job.
- Ability to bend, stoop, and climb.