

**Custodian**  
**New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Dept: School**

**TITLE:** Custodian

**QUALIFICATIONS:**

1. High School degree or equivalent preferred. Obtain High School degree or equivalent within two years of hire.
2. Experience with cleaning work, knowledge of cleaning methods, materials and equipment.
3. Other qualifications as the superintendent and board may find appropriate and acceptable.

**REPORTS TO:** Principal or Department Administrator

**JOB GOAL:** To perform a variety of cleaning and minor maintenance tasks according to an established cleaning schedule.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Follow all rules policies and procedures of New Hanover County Schools, along with state and federal regulation pertaining to school facilities.
2. Scrub, dust, sweep, mop, vacuum, wax and polish floors in rooms, hallways and closets.
3. Wash windows, blinds, woodwork, walls and other surfaces.
4. Scrub and clean restrooms.
5. Replenish tissue, towels, soap etc. in restrooms, kitchens and classroom facilities.
6. Empty wastebaskets and other trash receptacles.
7. Lock and unlock building(s) as requested and secure or assist in securing building(s) at night.
8. Pick up paper or other trash in school buildings or on school grounds.
9. Move/arrange equipment, supplies or furniture as directed.

10. Make minor repairs to furniture or facilities as needed.
11. Report to supervisor damages or needed repairs requiring outside attention.
12. Replace light bulbs and florescent tubes as needed.
13. Maintain adequate supplies and materials on site.
14. Clean and make minor repairs and adjustments to heating and air conditioning equipment, along with changing filters.
15. Clean and keep steps, walkways, and parking lots free of ice/snow or materials that create a hazardous condition.
16. Participate in scheduled training workshops and apply new knowledge/skills in daily work.
17. Perform other cleaning/maintenance tasks as requested by the Principal or Department 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:** Ten or 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:**

- Demonstrate functional knowledge/skill of the tools, materials, cleaning agents and methods to utilize in various phases of custodial work.
- Demonstrate functional knowledge or willingness to learn the correct use of mechanical equipment of school buildings.
- Demonstrate the ability to accurately follow written and oral directions.
- Ability to establish and maintain effective working relationships with students, teachers, administrators and the general public.
- Ability to accept constructive criticism.
- Ability to lift and carry up to 50 pounds, push/pull 75 pounds.
- Ability to stand and walk 100% of the time without fatigue or discomfort.
- Effective oral and written communication.
- Sufficient strength and dexterity to perform all required tasks.