

Custodial Support
New Hanover County Schools

Job Description

Class: Classified
Division: Operations

TITLE: Custodian

QUALIFICATIONS:

1. High School degree or equivalent preferred.
2. Two years of experience in custodial or general building 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 to include cleaning of schools and office facilities, moving furniture and other related tasks.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools and Maintenance Operations, along with state and federal regulations pertaining to schools and division issues.
2. Serve as temporary custodian or building maintenance as assigned.
3. Assist with building set-up for special events.
4. Strip, scrub, mop, wax and polish floors in classrooms, offices, corridors, etc., and vacuum carpets.
5. Maintain school grounds to include blowing leaves, trimming shrubs, cutting grass, etc.
6. Wash windows, woodwork, and walls as necessary.
7. Move furniture, supplies and equipment as directed.
8. Change ceiling tiles, clean vents, and replace light bulbs and fluorescent tubes.
9. Report any safety hazard or specific repair needs to the Custodial Administrator or Director of Maintenance Operations as required.
10. Complete all data relating to work orders on a daily basis.
11. Serve on-call in case of emergency.

12. Perform other related duties as requested by the Custodial Manager, Custodial Administrator, Supplemental Services Supervisor, or Director of Maintenance.

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 effectively with all stakeholders.
- 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 including bending, stooping and climbing.