

# **Chickamauga City Schools**

## **Custodian**

### **Job Description**

*A Custodian's main responsibility is to clean a workspace, classroom, restrooms or similar space. This task is broken down into several duties performed throughout the day or at other regular intervals*

**Qualifications:** High School Diploma or equivalent is preferred; however, relevant job experience, skills, training, etc. will be considered as alternate qualifications.

**Terms of Employment:** 260 day benefit eligible employee

**Reports to:** Facilities Director

#### **Duties and Responsibilities:**

- Works with and other custodial staff to keep the facilities safe, neat, and clean.
  - Reports major safety concerns to School and Central Level Administrators.
  - Secures facilities as required when not in use or for safety reasons.
  - Custodian will make certain all essential tasks are fulfilled as required.
  - Attends training and other meetings for updates and improvements in such areas as safety, equipment usage, supplies, etc.
  - Performs other duties as assigned.
- Clean wood, linoleum, tile and other floors
  - Shampoo rugs and carpets
  - Replenish paper towels, toilet paper, soap and hand sanitizer
  - Empty trash cans
  - Clean air diffusers and cleaning vents
  - Dust all surfaces
  - Wax and polishes floors
  - Order new cleaning supplies as needed
  - Wash windows, woodwork, walls and other surfaces
  - Maintain a thorough inventory
  - Use equipment, commercial vacuums, floor buffers and carpet cleaners
  - Collect and take out trash and recycling
  - Replace light bulbs and fluorescent tubes
  - Report to direct supervisor damages or needed repairs requiring attention
  - Kaivac restroom fixtures and tile floors

## **Summary:**

The Custodian in Chickamauga City Schools is expected to be a positive and productive leader with the school system. The schools are expected to be safe, clean and, constantly improving. The Custodian should be a hard worker who promotes team work, and is a positive example to teachers, staff, students, parents, and community members.

## **Physical and professional demand:**

- Must be able to lift and carry up to 50 pounds
- The employee frequently is required to stand, climb, walk, and crawl under equipment (desks, tables, etc,) and use hands to handle or feel
- Must be detailed oriented
- Be able to multi task
- Must have good communication skills

## **Equal Employment Opportunity**

It is the policy of the Chickamauga City Schools not to discriminate on the basis of race, color, sex, religion, national origin, age, or disability in any employment practice, educational program, or other program, activity or service.

**Applications may be obtained and returned to:**

**Chickamauga City Schools**

**402 Cove Road**

**Chickamauga, Georgia 30707**

**706-382-3100, Ext. 4000**

**[www.ChickamaugaCitySchools.org](http://www.ChickamaugaCitySchools.org)**

*“Working Together to Ensure a Tradition of Excellence Continues”*