

JASPER CITY SCHOOLS

ANTICIPATED VACANCY

MARCH 30, 2023

POSITION: Custodian

JOB DESCRIPTION: Attached

REQUIRED QUALIFICATIONS:

1. Literate, high school diploma or GED preferred
2. Physically capable of performing assigned duties
3. Demonstrated aptitude or competence for assigned responsibilities
4. Such alternatives or additional qualifications as the Board may find appropriate and acceptable

SALARY SCHEDULE: Per Salary Schedule

SUBMIT APPLICATION TO: Jasper City Board of Education
P.O. Box 500
110 17th Street West
Jasper, AL 35502

DEADLINE FOR APPLICATION: UNTIL FILLED

Equal Education/Employment Opportunity Statement

It is the official policy of the Jasper City School District that no person shall on the grounds of race, color, disability, sex, religion, creed, national origin or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

TITLE: Custodian Helper II

QUALIFICATIONS:

1. Literate, high school diploma or GED preferred.
2. Physically capable of performing assigned duties.
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Such alternatives or additional qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

JOB GOAL: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

EXPECTED WORK HOURS: 8 Hours

PERFORMANCE RESPONSIBILITIES

1. Keeps buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
3. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
4. Sweeps classrooms daily and dusts furniture.
5. Cleans corridors after school each day, and during the day when conditions require it.
6. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
7. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
8. Keeps the grounds free from rubbish.
9. Performs such yard keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
10. Keeps all floors in a clean and attractive condition and in a good state of preservation.
11. Cleans all chalkboards at least once a week.
12. Makes such minor building repairs as custodian is capable of doing.
13. Reports major repairs needed promptly to the principal.
14. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
15. Reports immediately to the principal any damage to school property.

16. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and attendance is required by the principal.
17. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
18. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian of his duties.
19. Conducts an ongoing program of general maintenance, upkeep, and repair.
20. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
21. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
22. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
23. Ability to use equipment for cleaning floors that sweep, mop, and/or scrub, as needed.
24. Capable of standing and walking for long periods of time on hard floors.
25. Ability to empty 50 gallon trash receptacles into an eight yard dumpster.
26. Ability to use trash receptacle washer.
27. Ability to read chemical product sheets and follow required safety procedures while using any cleaning products or machinery.
28. Ability to lift boxes or materials that range in weight not to exceed more than fifty pounds.
29. Ability to use twelve foot ladders or less in performing maintenance or cleaning tasks.
30. Ability to use equipment or machinery necessary for maintaining the outside building or grounds of the school or facility.
31. Ability to disassemble, clean and reassemble equipment necessary for cleaning and maintaining of school or grounds.
32. Any other duties as assigned by supervisor.
33. Attendance is an essential function of the job.

TERMS OF EMPLOYMENT: 9, 10, 11 or 12 Month Contract

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signature: _____ Date: _____

Approved by Human Resource Director: _____ Date: _____

**JASPER CITY SCHOOLS
SALARY SCHEDULE FOR SUPPORT PERSONNEL II
2022-2023**

		STEP 0	STEP 1	STEP 2	STEP 3	STEP 4
YEARS		0	1	2	3	4
	DAYS/MONTHS					
Custodian Helper - 8 hours	240/12	25,230	25,562	25,925	26,364	26,624

+ 245 each additional year after step IV