

Classified Personnel Job Description

- POSITION TITLE:** Head Start Part-Time Custodian
- QUALIFICATIONS:** *Shall* communicate effectively in writing.
Shall have knowledge of general cleaning.
Shall have adequate knowledge of or satisfactorily complete in-service training in the following areas:
1. Maintenance and operation of boilers.
 2. Care and maintenance of sewage plants.
 3. Care and operation of floor cleaning equipment.
 4. Storage, maintenance and use of cleaning supplies.
 5. Recognizing safety hazards in building and on grounds of the school.
- Shall* have a high school diploma or GED.
- PHYSICAL REQUIREMENTS:** *Shall* have the ability to lift, stoop, push, pull, climb, any and all body movements as related to the job description.
- RESPONSIBLE TO:** Head Start Director
Director of Facilities
- GENERAL DUTIES:** *Shall* perform any and all necessary assignments to assure a clean and safe environment for students and staff.
Shall use all equipment in a safe manner.
Shall react positively to directives.
Shall carry out assignments in a timely manner without undue checking.
Shall adhere to time schedules as set forth.
Shall have a willingness to cooperate with the principal and staff.
Shall adhere to School Board of Education Policies and Procedures.
- SPECIFIC DUTIES:** *Shall* open and close the school building as scheduled.
Shall do general cleaning of building according to schedule arranged by the supervisor.
Shall maintain and operate sewage and water systems.
Shall maintain and operate heating and cooling systems.
Shall set-up and clean the lunchroom.
Shall care for and maintain the school grounds and lawn equipment.
Shall requisition and maintain cleaning supplies and equipment.
Shall do general maintenance as described by the supervisor.
Shall do cleaning assignments in auxiliary buildings that are considered school property.
Shall report major maintenance needs.
Shall perform any other duties as assigned by the supervisor.
- DAYS OF EMPLOYMENT:** 185 days (1 Part time 4 hours per day)
- SALARY:** Commensurate with the Ashland Independent Schools Classified Salary Schedule.

Updated: 10/24/2016