



Boyle County Schools - JOB DESCRIPTION

101 Citation Drive, Suite C | Danville, Kentucky 40422 | 859.236.6634

POSITION: Custodian

SCHOOL / DEPT: School

EVALUATOR: Principal or designee

SALARY SCHEDULE: Custodial

APPROVED BY: Boyle County Board of Education **DATE:** APRIL 2024

ABOUT US

Kids come first at Boyle County Schools. We're proud to employ a team of educators and staff who strive for excellence, crave innovation and look for ways to provide students with personalized learning environments. A state and national leader in education, Boyle County Schools elevates more than 2,700 students to the highest levels of achievement through growth in academics, the arts and athletics.

ABOUT THE POSITION

The Custodian will perform routine custodial activities in an effort to maintain a state of operating excellence throughout the school district. Responsibilities include performing assigned custodial tasks in and around school buildings, locker rooms, grounds and other designated district property; keeping property clean, orderly and secure while ensuring no problems or interruptions to the educational program.

JOB QUALIFICATIONS

This position requires:

- A high school diploma or G.E.D. Certificate as required by Kentucky law.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are listed for reference. Success will involve the ongoing demonstration of desire and ability to perform responsibilities effectively, efficiently, pleasantly and with a focus on student success.

- Perform routine custodial activities at assigned District school site; sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets in classrooms, offices, workshops and other assigned work areas; spot clean and shampoo carpets; glue and perform carpet stretching and repairs as assigned.
- Clean classrooms, restrooms, showers, locker rooms, shops, cafeteria, offices and related facilities as assigned; sweep, mop and clean gymnasium floor as assigned; spot mop spills and remove gum and debris; monitor gym events to assure orderly behavior and to protect the building from damage; clean tables, chairs and floors after lunch periods as assigned.
- Clean and disinfect common areas, including but not limited to drinking fountains, sinks, toilets, showers and urinals; clean mirrors, tile and windows.
- Perform routine maintenance repairs at assigned District school site, including but not limited to repairing and replacing vacuum belts, light bulbs, and light ballasts, and tightening screws.
- Report safety, sanitary and fire hazards to appropriate authority; report and recommend need for maintenance repairs to appropriate authority; maintain security of buildings; report suspicious or unauthorized individuals on campus; report infractions or rules to supervisor.
- Wash windows and walls; clean instructional areas; assemble, move and arrange furniture, supplies and equipment in preparing classrooms and multi-purpose rooms for special events or meetings.
- Clean blinds, dust and polish furniture and woodwork and make minor, non-technical repairs as needed.

- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; utilize alarm systems as directed.
- Order and maintain supplies according to established guidelines and procedures.
- Pick up and rake paper, trash and debris around school grounds and in buildings; sweep and clean walkways and entrances; dispose of trash according to established procedures; wash out trash cans and follow established sanitation procedures and standards.
- Pack, unpack, load, receive and store books, supplies, materials and other items.
- Operate cleaning equipment such as vacuums, floor stripper, cleaning, buffer and polisher, carpet shampooer, scrubbers, high-pressure sprayer, manual and power sweepers and power blower as assigned.
- Shovel, plow and sand walk and steps as directed.
- Respond to emergency cleanups such as spills; maintain records of observed maintenance, repair needs and safety issues.
- Participate in major summer cleaning projects as assigned.
- Maintain regular attendance.
- Strict adherence to the Policies and Procedures of the Boyle County Board of Education, the Employee Handbook and Kentucky Revised Statutes.
- Fulfill contractual obligation of days worked.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: None

WORKING CONDITIONS

- Frequently required to stand; walk; and stoop, kneel, crouch, or crawl and required to bend or twist at the neck and trunk while performing duties of this job.
- Continual use of hand strength to grasp equipment and complete tasks.
- Occasionally required to sit and climb or balance. Occasionally lift and/or move up to 90 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally will walk on slippery surfaces.
- Requires activities involving being around commercial equipment, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gasses.
- The noise level in the work environment is occasionally loud.

DISCLAIMERS AND OTHER PERTINENT INFORMATION

- The work environment described is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
- This document does not create an employment contract, implied or otherwise.