



Richmond County Schools
Dr. Joe Ferrell, Superintendent
118 Vance Street, Hamlet, North Carolina 28345
Phone: 910-582-5860

POSITION: CUSTODIAN

REPORTS TO: Principal

JOB DESCRIPTION:

The Custodian performs responsible work in the care, cleaning, and maintenance of school buildings and grounds to ensure a safe, clean, and welcoming environment for students, staff, and visitors. This position requires attention to detail, reliability, and the ability to work independently or as part of a team.

QUALIFICATIONS:

- High school diploma or equivalent
- Valid North Carolina driver's license
- Current school bus license or willingness to complete the RCS bus driver class within 45 days of employment

ESSENTIAL JOB FUNCTIONS:

- Performs responsible work in the care and cleaning of school facilities
- Sweeps, mops, vacuums, strips, waxes, and buffs floor surfaces
- Cleans and disinfects restroom areas and replenished paper supplies, hand sanitizer, and soap as necessary
- Cleans windows, walls, woodwork, blinds, heating/air vents, and light fixtures
- Dusts and cleans desks and other furniture
- Empties trash receptacles; gathers and disposes of refuse in on-site dumpsters

- Maintain sidewalks and walkways outside of buildings, picks up debris, applies de-icing compounds to walkways as necessary
- Cleans and sanitizes waste buckets
- Cleans and sanitizes water fountains
- Raises and lowers flags, as needed
- Maintains adequate inventory of cleaning supplies, completes custodial supply requisition form when additional supplies are needed and submits according to established schedule
- Opens buildings at start of the workday; securely locks down facility at the end of the workday
- Washes windows on both the inside and outside
- Arrange furniture, tables, and chairs for meetings and other events
- Performs a variety of general and light grounds keeping work to include mowing and trimming grass on school grounds, trimming shrubbery, trees, etc., raking and removing leaves, and clearing debris from storm drains
- Performs minor repairs to school facilities (i.e., unclogging sinks and toilets, changing bulbs in light fixtures)
- Reports major repairs needed and any damage to school property to principal
- Responds to after hour emergencies and works over as needed
- Performs any additional duties as required or assigned by the school principal

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

Employment will require extensive background check.

