



Job Title: Custodian I

Supervisor: Head Custodian

Terms of Employment: 190 days

Job Summary:

The Custodian I performs a variety of custodial activities to maintain cleanliness of facilities and grounds; and performs related activities such as moving furniture and collecting trash.

Essential Duties:

1. Performs stripping and waxing of floors.
2. Cleans corridors and removes trash from carpet.
3. Scrubs, hoses down, and disinfects bathroom floors daily, and cleans all sanitary fixtures and drinking fountains daily.
4. Sweeps and damp mops lunchrooms.
5. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
6. Cleans classrooms and offices; keeps grounds free from rubbish; and keeps all floors in a clean and attractive condition and in a good state of preservation.
7. Replace light bulbs under the direction of the Head Custodian.
8. Change filters under the direction of the Head Custodian.
9. Moves furniture as needed; reports necessary repairs to immediate supervisor.
10. Cleans indoor areas, which involve such duties as: sweeping, damp and dry mopping, damp wiping, low and high dusting, clearing tables, vacuuming, cleaning carpet, and cleaning restrooms.
11. Requisitions supplies and materials as needed to perform duties.
12. Maintains parking lots, including removing debris as necessary.
13. Acts as a point of contact for visitors, community, vendors, contractors, staff, teachers, parents, building use participants, maintenance staff and District employees related to custodial services, duties and building use at the assigned school.
14. Coordinates and assists with set-up, break-down and clean-up of school and community use activities.



15. Operates maintenance equipment such as large and small battery operated floor maintenance machines and buffers, vacuums; utilizes various cleaning supplies, hand tools, and cleaning agents.

Other Duties:

Perform such other tasks and assume such other responsibilities as may from time to time be assigned.

Job Specifications:

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

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. High School Diploma required.
2. Completion of ACT WorkKeys.
3. Knowledge of proper use of chemicals and cleaning equipment.
4. Ability to work effectively with many types of school personnel.
5. Ability to be accountable for inventory and property management.
6. Aptitude for safety and attention to detail.
7. Have the fortitude and moral fiber to do what is right, treat others fairly, watch out for the interests of the district, and accept one's responsibility.
8. Ability to assume work load and follow-up on tasks with minimal directions.
9. Interacts with co-workers, supervisors, students, teachers, and the general public;
10. Knowledge of the proper and safe use of equipment, tools and materials necessary for assignment completion; knowledge of cleaning methods, procedures, materials and supplies, and general maintenance repairs.
11. Ability to read and write, and to follow oral and written instructions.
12. Ability to use and care for a variety of cleaning agents, materials and equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the



employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- physically capable of frequently lifting or moving up to 50 pounds;
- specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- ability to sit and stand for extended periods of time;
- manual dexterity for the purpose of using a telephone and data entry;
- read a computer screen and printed material with or without vision aids;
- hear and understand speech at normal levels and on the telephone; and
- speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are 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.

Pay Grade: 220

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.