

Custodian
New Hanover County Schools

Job Description

Class: Classified
Division: Operations
Dept.: Maintenance Operations

TITLE: Custodian
Carolina Beach Road Complex

QUALIFICATIONS:

1. High School degree or equivalent preferred.
2. Custodial or building services experience preferred.
3. Knowledge of cleaning methods, products, tools and equipment.
4. Other qualifications as the superintendent and board may find appropriate and acceptable.

REPORTS TO: Department Administrator

JOB GOAL: This position plays a key role in maintaining a clean, safe, and well-maintained facility. This position follows established custodial best practices guidelines, safety protocols, and sanitation standards to ensure a healthy and welcoming environment for all occupants.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school/department facilities.
2. Scrub, dust, sweep, mop, vacuum, wax and polish floors in rooms, hallways and closets.
3. Clean windows, blinds, woodwork, fixtures, walls and other surfaces.
4. Scrub and clean restroom tile floors, partitions and walls bi-annually or as needed.
5. Replenish tissue, towels, soap, sanitizer, etc. in restrooms, kitchens or breakrooms and facilities.
6. Empty wastebaskets and other trash receptacles daily.
7. Lock and unlock building(s) as requested and secure or assist in securing building(s) at night.
8. Pick up paper or other trash in buildings and on the Carolina Beach Road Complex campus.

9. Move/arrange equipment, supplies or furniture as directed.
10. Report to supervisor damages or needed repairs requiring outside attention.
11. Replace light bulbs and fluorescent tubes as needed.
12. Monitor and maintain adequate cleaning and health supplies and materials on site.
13. Change filters and complete AC supply and return vent cleaning.
14. Clean and keep steps, walkways, and entryways free of ice/snow or materials that create a hazardous condition.
15. Participate in scheduled training workshops and apply new knowledge/skills in daily work.
16. Perform other cleaning/maintenance tasks as requested by Supervisor or Department Administrator.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 55

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate functional knowledge/skill of the tools, materials, cleaning agents, and methods to utilize in various phases of custodial work.
- Strong customer service mindset and teamwork skills.
- Demonstrate the ability to accurately follow written and oral instructions.
- Ability to establish and maintain effective work relationships with staff, administrators, and the general public.
- Ability to accept supervision and constructive feedback.
- Ability to lift and carry up to 50 pounds and push/pull 75 pounds.
- Ability to stand, bend and walk 100% of the time without fatigue or discomfort.
- Effective oral and basic written communication.
- Sufficient strength, endurance, and dexterity to perform all required tasks safely.