

**FRANKLIN COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

CUSTODIAN

Qualifications:

High school diploma, equivalent or higher.

Knowledge, Skills and Abilities:

Knowledge, understanding and demonstrated aptitude or competence in the following performance responsibilities: good work habits, dependability, ability to work without supervision, willingness to work shift work as assigned, ability to maintain positive relations with students and school personnel and knowledge of chemicals and Safety and Materials Safety Data Sheets.

Reports to: Custodial Manager

Job Goals

To provide all students and staff with a safe, secure, clean, attractive, comfortable and efficient environment in which to learn, play and work.

Performance Responsibilities:

Duties shall include, but not be limited to, the following as requested and/or directed:

1. Keep buildings neat and clean at all times.
2. Empty trash in classrooms, gymnasium, bathrooms, administrative offices, cafeteria and all outside receptacles.
3. Vacuum/dry mop all floors in all buildings.
4. Clean all bathrooms (floors, sinks and toilets), including wet mopping, restock with toilet paper, hand towels and soap.
5. Clean drinking fountains daily.
6. Wipe down locker tops in all buildings weekly.
7. Clean and dust furniture, exhibits, cases, pictures and door trim.
8. Clean glass in doors and windows and wipe down blinds.
9. Help set up and clean up after activities in all buildings, when necessary.
10. Clean carpets on scheduled basis.

Inter/Intra-agency Communication and Delivery:

11. Provide for positive communication among staff.
12. Keep Supervisor informed of potential problems and unusual events.

**FRANKLIN COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

CUSTODIAN

Employee Qualities/Responsibilities:

- 13. Participate in training sessions as required.
- 14. Model and maintain high ethical standards.
- 15. Report to work regularly and on time.

System Support:

- 16. Perform other duties as assigned by Supervisor.

Physical Requirements:

Heavy work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

Terms of Employment: (12 Month Personnel)

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations.

Print Employee Name

Employee's Signature

Date

Supervisor's Signature

Date