

## **Custodian (Central Office)**

*Classified Position - 7607*

<u>Salary</u> Category 5A	<u>Days</u> 260	<u>Reports to:</u> Director of Facilities
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### SCOPE OF RESPONSIBILITIES

Perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms and adjacent grounds areas in a clean, orderly and secure condition

### REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. 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
2. 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
3. Clean and disinfect drinking fountains, sinks, toilets, showers and urinals; clean mirrors, tile and windows
4. 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
5. Wash windows and walls; clean chalkboards, trays and erasers and empty pencil sharpeners; assemble, move and arrange furniture, supplies and equipment in preparing classrooms and multi-purpose rooms for special events or meetings
6. Clean venetian blinds, dust and polish furniture and woodwork and make minor, non-technical repairs as needed
7. Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; turn alarm system off in the morning and on in the evenings as directed
8. Order supplies according to established guidelines and procedures
9. 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
10. Pack, unpack, load, receive and store books, supplies, materials and other items
11. 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
12. Shovel, plow and sand walks and steps as directed
13. Respond to emergency cleanups such as spills; maintain records of observed maintenance, repair needs and safety issues
14. Participate in major summer cleaning projects as assigned
15. Maintains regular and predictable attendance
16. Adheres to the professional code of ethics
17. Successfully utilizes technology as appropriate in job function
18. Perform related duties as assigned

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

- Basic methods, materials, tools and equipment used in custodial work and routine maintenance
- Proper methods of storing equipment, materials and supplies
- Proper lifting techniques

#### ABILITY TO:

- Perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms and adjacent grounds areas in a clean, orderly and secure condition
- Use cleaning materials, equipment and methods according to pre-determined standards
- Learn and apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work
- Learn appropriate safety precautions and procedures
- Maintain tools and equipment signed in clean working order and provide proper security
- Perform minor non-technical repairs
- Observe and report need for maintenance and repair
- Perform heavy physical labor
- Understand and follow oral and written directions
- Meet schedules and timelines
- Communicate effectively with others
- Inspect and assure the security of facilities during assigned shift
- Communicate effectively both orally and in writing
- Walk, bend, lift, push and stand for extended periods of time

#### MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law