

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: Custodian

REPORTS TO: Director of Buildings and Grounds and Building Administrator

JOB GOAL: To provide students and staff with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, develop, and work.

QUALIFICATIONS:

1. Must be able to complete work independently with little hands-on supervision.
2. Must be able to work with ordinary institutional cleaning chemicals.
3. Must be able to engage in repeated bending, twisting, reaching, lifting, and repeated hand, wrist and lower arm movements.
4. Ability to communicate pleasantly and effectively with a variety of people.
5. Must have the capacity to lift and carry fifty (50) pounds.
6. Minimum of a high school diploma or equivalency.
7. Criminal history record check.

PERFORMANCE RESPONSIBILITIES:

- Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
- Shovels, plows, and sands walkways, driveways, parking areas, and steps as appropriate and necessary. Cleans assigned areas in a thorough manner.
- Cleans corridors after school each day, and during the day when conditions require it.
- Scrubs and disinfects toilet floors daily and cleans all sanitary fixtures and drinking fountains daily.
- Maintains clean windows both inside and outside as needed.
- Maintains all floors in a clean and attractive condition.
- Performs minor building repairs as directed, including changing of light bulbs.
- Reports needed repairs/malfunctions of any school department's equipment to the, if applicable the Head Custodian or the Director of Buildings and Grounds.
- Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing, including the changing of filters, and the recording of boiler temperatures and pressure, as directed.
- Remains on the school premises during work assigned work/shift hours, except may leave during meal break.

- Opens and/or closes the building each work day and insures before leaving that all doors and windows are secured and all lights (except safety lights) are turned off.
- Maintains an inventory of supplies, equipment, and fuel and requisitions such needed replacements.
- Moves equipment, furniture, and supplies from one area to another as directed by the building administrator.
- Complies with local, State, and Federal laws and procedures for the storage and disposal of trash, rubbish, and waste.
- Responds promptly to any emergency situation.
- Participates in all mandatory trainings.
- Maintains pleasant and effective work relationships with all school department staff and the public.
- Practices safe work methods; assists in keeping work areas and equipment in safe operating condition; and promptly notify supervisor of any safety hazardous conditions.
- Performs all other related duties as assigned by the Director of Building and Grounds.

TERMS OF EMPLOYMENT:

Per negotiated Augusta Educators' Association

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodations to be determined by management on a case by case basis.

Approved by: _____
Superintendent of Schools

Date: 4/5/2016

