

**SURRY COUNTY PUBLIC SCHOOLS
CUSTODIAN
JOB DESCRIPTION**

Job Title: Custodian
Salary Index: .38
Reports To: School Principal
FL SA Status: Non-Exempt

SUMMARY

Keeps the school building in clean, attractive, and orderly condition in order that students will have a safe and efficient place in which to learn, plan and develop. This is accomplished by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Sweeps, mops, scrubs, and vacuums hallways, stairs, classrooms, and office space.
- Empties trash and garbage containers.
- Strips and waxes floors as needed.
- Notifies school officials concerning need for major or minor repairs or additions to lighting, heating, and ventilating equipment.
- Cleans snow and debris from sidewalks, driveways, parking areas, and steps.
- Assists maintenance staff in mowing lawn and trimming shrubbery (when requested).
- Cleans and disinfects toilets/clean and disinfect all drinking fountains on a daily basis.
- Washes windows on both inside and outside.
- Moves furniture and set up chairs for assembly.
- Checks daily to insure that all outside doors (except main entrance) are locked during the hours of building occupancy. Permit exit from school to outside only.
- Maintains an inventory of cleaning supplies and inform supervisor of needed products.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

LANGUAGE Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include distance vision, and ability to adjust focus.

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.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually quiet.