

Job Description

Job Title: Custodian

Position Code: 5N07, EN07

Job Classification: Non-Exempt

Supervisor: Supervisor of Custodial Services/Principal

Pay Grade: 13

Contract Length: 245 Days

Job Summary

Responsible for cleaning in all areas of the building to include vacuuming, sweeping, dusting, mopping, wiping and emptying trash utilizing appropriate equipment, and supplies.

Essential Duties

1. Locks and unlocks doors; activates and deactivates alarm system.
2. Sweeps, mops, dusts all classrooms, bathrooms, offices, hallways, and specialty rooms. Keeps building and premises neat and clean at all times.
3. Uses appropriate equipment and supplies to clean and disinfect toilets, urinals, sinks, mirrors, countertops, touch points, windows, water fountains, and any other vertical and horizontal surfaces.
4. Empties trash.
5. Stocks paper products at all points of use.
6. Waxes floors and operates buffing machine.
7. Vacuums and cares for building carpeting.
8. Washes windows and furniture.
9. Picks up litter and debris on outside school grounds.
10. Makes minor repairs to equipment and furniture as needed.
11. Replaces light bulbs, tubes, ceiling tile, switch and outlet plates and pencil sharpeners as needed.
12. Complies with laws and procedures for storage and disposal of trash and waste.
13. Use power lift to perform tasks up to 40 ft.
14. Moves furniture, folds and unfolds chairs as required.
15. Lower flags.
16. Delivers packages and messages.
17. Load and unload delivery trucks.
18. Mop, scrub, buff, and burnish the cafeteria floor.
19. Must get along well with others and deal effectively with principals, teachers, students, and visitors.
20. Contacts Plant Services for after-hour emergencies.
21. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Lead Custodians, Area Supervisor, Supervisor of Custodial Services/Principal or other appropriate administrator.
2. Shovels snow from sidewalks during inclement weather.

Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school or GED. Must have experience working as custodian. Must possess experience in proper procedures for carpet care. Ability to read and write in English and follow written and oral instructions. Ability to follow safety precautions to avoid injuries of minor cuts, falls, bruises, burns

and scalds. Must be able to read, understand, and follow directions, including the custodial standard operating procedures, and labels on cleaning supplies. Must be able to use an electronic timekeeping system, and follow other administrative procedures, policies, and reports. Ability to complete written forms and records. Previous related experience preferred.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand for extended periods of time; exhibit manual dexterity to use cleaning equipment; to see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 50 pounds; to climb ladders, bend, stoop, walk and reach overhead. Ability to be exposed occasionally to fumes, toxic or caustic chemicals, and exposure to high noises level.

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. Duties are normally performed in a school or office environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: None

Supervision Received: Lead Custodian, Area Custodial Supervisor & Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Custodian will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Custodial Services / Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read a copy of this job description.

Employee Name (Print) _____ Signature _____ Date _____

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