

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: CUSTODIAN

BASIC FUNCTION:

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:

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.

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.

Clean and disinfect drinking fountains, sinks, toilets, showers, and urinals; clean mirrors, tile, and windows.

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.

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.

Clean venetian blinds, dust, and polish furniture and woodwork, and make minor, non-technical repairs as needed.

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.

Order supplies according to established guidelines and procedures.

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.

Pack, unpack, load, receive, and store books, supplies, materials, and other items.

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.

Shovel, plow, and sand walks and steps as directed.

Respond to emergency cleanups such as spills; maintain records of observed maintenance, repair needs, and safety issues.

Participate in major summer cleaning projects as assigned.

Raises the United States flag at or before the beginning of each school day, and lower it at the close of each school day.

Makes such minor building repairs of which he is capable.

Reports immediately to the principal any damage to school property.

Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and his attendance is required by the principal.

Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.

Moves furniture or equipment within buildings as required for various activities and as directed by the principal.

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 time lines.

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.

EDUCATION AND EXPERIENCE:

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.