



Gaston County Schools

Custodian

Definition

An employee in this class performs a variety of manual activities cleaning and maintaining buildings. An employee in this class also controls the building heating and air conditioning equipment. The employee performs a variety of duties in accordance with established practices and cleaning schedules. Some experience in custodial work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Work is supervised by Principal, Assistant Principal, or other designee and is reviewed through inspections, observations, work review and discussions, feedback from school personnel, and completion of projects and tasks.

Duties and Responsibilities

- Performs a variety of manual activities, in accordance with established practices and cleaning schedules including: cleaning and maintaining buildings; maintenance of grounds.
- Independent tasks in unskilled and semi-skilled maintenance functions, such as delivery of supplies, materials, and equipment; making minor equipment repairs, reports needed maintenance and repair of equipment.
- Responsible for the timely completion of assignments at school.
- Duties include but are not limited to: loading and unloading trucks; cleaning and sanitizing space and equipment; transporting equipment and general warehouse duties as may be required; verifying delivery orders for accuracy against written delivery invoices or work orders; placement of delivered items; delivers supplies to staff as assigned; maintains equipment according to schedule; assumes responsibility for maintaining sufficient levels of fuel, oil, and other fluids vital to the proper functioning of equipment assigned.
- Sweeps, mops, vacuums, strips, waxes and buffs floor surfaces.
- Cleans restroom areas and replenishes paper supplies and soap as necessary.
- Cleans windows, walls, woodwork, blinds, and light fixtures.
- Dusts and cleans desks and other furniture.
- Empties trash receptacles; deposits recyclable material in proper receptacles.
- Sweeps sidewalks and walkways outside of buildings; polices grounds, picking up debris; shovels snow and/or applies de-icing compounds to walkways and driveways, as necessary.
- Replaces burned out light bulbs.
- Willing to clean after students (in all situations).
- Responsible for timely completion of assignments at site/school.
- Raises and lowers flags at start and end of workday.
- May open and secure buildings at start and end of workday, respectively; may turn on and off lights at start and end of day, respectively, and adjust heating or air conditioning, as appropriate.
- May arrange furniture for meetings or other events.
- Establishes and maintains an effective working relationship with administration, staff, and coworkers.
- Performs other duties as assigned.

Physical Requirements

- Must be able to perform very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to lift objects.



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- Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, talking, hearing and repetitive motions.
- Requires the ability to establish and maintain an effective working relationship with administration, staff and coworkers.
- Requires the ability to deal with people beyond giving and receiving instructions.
- Must be physically able to operate vacuum cleaners, carpet shampooers, brooms, mops; and lawn equipment including weed-eater, riding mower, hedge trimmer, leaf blower, etc.
- Not restricted from climbing ladders.
- Work is subject to inside and outside environmental conditions, extreme temperatures, noise, hazards associated with maintenance and equipment operations, gases, oils, and fumes.

Knowledge, Skills and Abilities

- General knowledge and skills of cleaning methods, materials and equipment and physical ability to use equipment (i.e., floor stripper, waxer, power buffer, etc.)
- General knowledge of routine maintenance requirements of buildings (bathrooms, offices, classrooms).
- Working knowledge and operation of the tools and equipment used in routine cleaning.
- Ability to work independently with minimum supervision once the job is learned.
- Ability and knowledge to operate lawn equipment (weed-eater, riding mower, hedge trimmer, etc.).
- Ability to work with other people.
- Ability to communicate effectively with school administrators and staff, supervisors, students, employees, and the general public.
- Ability to follow written and oral instructions.
- Ability to identify cleaning needs and address with appropriate methods and supplies.
- Ability to exercise independent judgment and initiative in completing work assignments.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to read, write, and keep records.
- Ability to perform simple calculations.
- Requires the ability to prepare time sheets and maintenance reports using prescribed format.
- Willing to clean after students (in all situations).

Minimum Training and Experience

- Graduation from high school or equivalent, preferred, and knowledge of basic methods, supplies and tools used in custodial work, preferred.
- Two years experience in cleaning methods, and the equipment used in the cleaning and appearance of buildings, preferred.

Reports To: Principal/Administrator



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Classification: Non-Exempt

Salary: Entry Level Grade 51, Step 00

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY: Outside Applicants:

Visit Gaston County Schools' website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Complete online application

The following documents must be uploaded to online application:

- Current résumé
- Three completed current Classified Reference Surveys (from non-Gaston County Schools employees and not from family members) in AppliTrack application or three current, dated letters of recommendation (must be less than one year old) or a combination of the two
- Cover Letter
- Copy of last employment evaluation

Qualified inside and outside applicants should mail or email letter of interest and résumé to:

Linda Neely, Principal
Rhyne Elementary
1900 West Davidson Avenue
Gastonia NC 28052
Email: lsneely@gaston.k12.nc.us