

# FAYETTE COUNTY PUBLIC SCHOOLS

## Custodian Position Description

*The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.*

<b>WORK LOCATION:</b>	Assigned location	<b>FLSA STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Head Custodian	<b>WORK CALENDAR:</b>	240 Days 8 Hr/Day
<b>SALARY SCHEDULE:</b>	Classified Salary Schedule	<b>APPROVED (Board):</b>	November 2004
<b>PAY GRADE:</b>	3380	<b>REVISED:</b>	November 2024; September 2023; September 2022; June 2022; December 2021; February 2018

**SUMMARY:** Under the supervision of the Head Custodian, maintain the interior and exterior in all areas of assigned school/building

### ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance; report absences and tardiness in a timely manner to the head custodian or other supervisor as assigned
2. Maintain an appropriate appearance as determined by the head custodian or other supervisor as assigned
3. Perform work necessary to maintain the building and grounds in a clean, orderly and secure condition
4. Clean classrooms, cafeteria, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned
5. Clean corridors after school each day and during the day or when condition requires it
6. Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; wash mirrors, tile, walls and windows, unclog drains and toilets
7. Operate custodial equipment such as vacuums, buffer/waxing machines and other equipment as assigned
8. Wash all windows on both the inside and outside at least twice each year and more frequently if necessary
9. Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities
10. Keep all floors in clean and attractive condition
11. Replace light bulbs and tubes and make minor building repairs
12. Report safety, sanitary and fire hazards to appropriate personnel
13. Report need for maintenance and repairs to appropriate authority
14. Assist the head custodian with inventory and stocking of supplies and equipment
15. Remain on the school premises during school hours and during non-school hours when the use of the building has been authorized and custodial attendance is required by the principal
16. Move and arrange furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings as assigned; set up and assemble chairs, tables and other furniture and equipment; clean up furniture, equipment and debris following these events
17. Lock and unlock doors as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines; set alarms as appropriate
18. Comply with local laws and procedures for the storage and disposal of trash, rubbish and waste.
19. Mop, buff, strip and wax all hard-surfaced floors as directed by the head custodian
20. Participate in the thorough cleaning and restoration of campus facilities during summer and other vacation periods
21. Ability to be present at the physical worksite
22. Must be able to properly and consistently supervise students, particularly during emergency situations
23. Perform other duties as assigned and allowable by intended program

**REQUIRED QUALIFICATIONS:**

Ability to operate a variety of custodial equipment

Ability to understand and follow oral and written directions

Ability to work harmoniously with others and remain flexible with changing priorities and interruptions

**PHYSICAL DEMANDS:**

Heavy work with routine physical activities that are required to fulfill job responsibilities; ability to exerting up to 100 pounds of force occasionally, and/or up to 50 pounds frequently, and/or up to 20 pounds of force constantly to move objects. Prolonged periods of standing and walking. Frequent bending, lifting, stooping, kneeling, crouching and climbing ladders. Ability to lift up to 50 pounds; extend hands and arms in any direction; push and pull objects; execute substantial movements/motions of the wrists, hands and/or fingers; use of all senses and tolerate a work environment which includes extreme temperatures and exposure to fumes, dust and odors. Vision, hearing and verbal communications are essential functions of this position.

**PREFERRED QUALIFICATIONS:**

High school diploma or state high school equivalent

Custodial experience

**REQUIRED DUTIES & RESPONSIBILITIES:**

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.