



CUSTODIAN

Job Description

JOB INFORMATION

Department: Maintenance
Job Title: Custodian

Original Adoption Date: October 2018
Latest Revision Date: October 2018

ORGANIZATIONAL STRUCTURE

Reports to:
Head Custodian
↑
Custodian

EMPLOYMENT TERMS

FLSA Non-Exempt, Non-Contracted

JOB QUALIFICATIONS

Education

High school diploma or equivalent preferred.

License/Certification

Valid Georgia driver's license.

Skills

Ability and willingness to learn and proficiently perform the custodial care skills and tasks of Oconee County Schools, and other general custodial practices; ability to hear, understand, and follow oral instructions given in the English language; ability to read, understand, and follow written instructions in the English language at a minimum 6th grade level, such as safety instructions, use and disposal instructions on custodial product labels, and other forms, documents, or notes provided by the supervisor or other designated supervisory staff; and ability to work effectively as part of an assigned custodial team.

Work Experience

Industrial or commercial cleaning experience preferred.

PRIMARY RESPONSIBILITY

Responsible for maintaining assigned areas of school facilities in a clean, sanitary, and orderly condition and performing duties as instructed by the designated supervisory staff.

ESSENTIAL JOB DUTIES

1. Perform assigned cleaning and other custodial care tasks that are on the schedule provided by the designated supervisor in a proficient manner.
2. Ensure assigned areas are secured as instructed or deemed necessary to prevent unlawful entry or theft.

3. Utilize appropriate chemicals, supplies, and equipment, which have been approved for use to perform assigned custodial tasks.
4. Keep all floors in a clean condition and in a good state of preservation.
5. Maintain all outside walkways and ensure they are in a safe condition according to current weather conditions.
6. Maintain custodial care tools and equipment in a clean, sanitary, and safe working condition.
7. Maintain appropriate, positive, and cooperative working relationships with team members, assigned facility staff, and other OCS employees in all work related interactions.
8. Move furniture or equipment within building as required for various activities and as directed by the supervisor, principal, or designee.
9. Perform other duties as assigned.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.