

**MONONGALIA COUNTY SCHOOLS**  
**Job Descriptions**

**TITLE: CUSTODIAN III**

**DEFINITION:** "Custodian III" means personnel employed to keep buildings clean and free of refuse, to operate the heating or cooling systems and to make minor repairs.

**QUALIFICATIONS:**

1. High School diploma/GED
2. Ability to communicate, read, write and follow written and oral instructions.
3. Demonstrates knowledge of custodian methods, procedures and safety principles.
4. Demonstrate knowledge of the use of heavy duty equipment to be used in the building such as buffers, rug cleaners, vacuums, floor strippers and compactors.
5. Be of average physical strength with capability to perform heavy work; ability to work from ladders or scaffolds.
6. Meet health requirements of instructional employees.
7. Pass the approved West Virginia Service Personnel Test for Custodian

**REPORTS TO:** Building Administrator, and/or  
Head Custodian

**SUPERVISES:** None

**JOB GOAL:** To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

**TERMS OF EMPLOYMENT:**

May be 215 days, 230 days, or 261 days. Salary to be established by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Service Personnel.

## **ESSENTIAL JOB FUNCTIONS:**

**Keeps buildings and premises, including sidewalks, driveways, and play areas, neat and clean at all time.**

1. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity. Changes filters regularly.
2. Shovels /plows and sands/salts walks, driveways, parking areas, and steps, as appropriate. All exits must be cleared to comply with Fire Marshal regulations.
3. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
4. Sweeps classrooms daily and dusts furniture weekly.
5. Cleans corridors after school each day, and during the day when their condition requires it.
6. Scrubs and disinfects toilets, mops floors daily, and cleans all sanitary fixtures and drinking fountains.
7. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary. Entrance doors daily.
8. Keeps the grounds free from rubbish on a daily basis.
9. Performs such yard keeping chores as grass cutting and tree trimming as necessary, to maintain the school grounds in a safe and attractive condition.
10. Keeps all floors in a clean and attractive condition and in a good state of preservation. Stairwells and hallways must be cleared of clutter, tools, buckets, etc.
12. Cleans all chalkboards daily – unless DO NOT ERASE is on the board.
13. Makes minor building repairs including light bulbs, stained ceiling tile, changing filters, etc.
14. Reports major repairs needed promptly to head custodian/building administrator.
15. Maintains, on a regular schedule, all motors and other mechanical equipment requiring scheduled servicing – mowers, weed-eaters, etc..
16. Reports immediately to the building administrator any damage to school property.
17. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and extended work hours have been approved.
18. Assumes responsibility for the opening and closing of the building each school day and determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
19. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the building supervisor far enough in advance so that they may be delivered in such time as will not hinder the custodian's work.
20. Conducts an ongoing program of general maintenance, upkeep, and repair Moves furniture or equipment within buildings as required for various activities and as directed by the building administrator.
21. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.

22. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
23. Other duties as assigned by Principal or supervisor.

#### NON ESSENTIAL JOB FUNCTIONS:

1. Maintain positive work habits.
2. Perform duties efficiently and productively.
3. Maintain and upgrade skills.
4. Maintain positive public and employee relations.

#### 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 finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus. May be required to work off ladders and/or scaffold.

#### WORK ENVIRONMENT

The work environment 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.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; outside weather conditions; and extreme cold; extreme heat.

#### JOB DESCRIPTION REVIEW:

This job description will be reviewed annually.

All job descriptions will contain the information and facts considered essential to describing and evaluating job performance fairly and equitably. **They should not be construed as detailed statements of all the work required to be performed.**