

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION, FEBRUARY 2005**

JOB TITLE: CUSTODIAN

GENERAL STATEMENT OF JOB

Under direct supervision, performs general custodial work in the maintenance of assigned school campus; performs related work as required. Reports to the Facility Supervisor and/or assigned principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs the cleaning of all facilities and grounds on site, cleaning from ceiling to floor, inside and outside of buildings and portables.

Performs interior cleaning, including sweeping, mopping, stripping and waxing hard floors; vacuuming and cleaning carpet; cleaning break areas and associated appliances, drink machines, etc.; clearing tables; dusting surfaces; cleaning glass surfaces; cleaning and sanitizing restrooms and stocking supplies, etc.,

Removes trash from buildings.

Sweeps and otherwise maintains exterior walks and entrances; cleans exterior matting, windows, door frames, etc.

Moves furniture and other fixtures as needed; assists with setting up / tearing down tables, chairs, etc., for meetings and special events as necessary. May perform routine groundskeeping work in the maintenance of the school campus, performing such duties as mowing grass, planting shrubs / trees / flowers, trimming trees and shrubbery, watering plants, removing weeds, removing trash and debris, etc.

Notes and reports major building / grounds maintenance needs to supervisor.

Secures facility on a daily basis; turns off lights in unoccupied areas and reports energy management policy offenses to supervisor.

May take down flag on a daily basis.

Requisitions supplies and materials as needed to perform assigned duties.

Maintains accurate and complete records of work completed and materials used.

Performs all duties in compliance with District and department policies, procedures and standards of quality and safety.

Receives and responds to concerns, complaints and inquiries in areas of responsibility.

Operates floor buffers, vacuums, carpet shampooers, and other cleaning equipment, mowers, blowers, weed eaters; uses various cleaning supplies and chemicals, hand tools, lawn and garden tools; operates general office equipment.

Interacts and communicates with various groups and individuals such as the immediate supervisor, coworkers, District / school administrators and staff, students, and the general public.

Attends training, meetings, etc., as necessary to maintain and enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires high school diploma or GED equivalent supplemented by some custodial experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisor.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, computer manuals, reference materials, etc. Requires the ability to enter data into computer and prepare reports, correspondence, budgets, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of instructions in oral, written or diagrammatic form; to deal with several abstract and concrete variables. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency or tight deadline. The worker is subject to tension as a regular, consistent part of the job.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Has knowledge of the methods, procedures and policies of the School District as they pertain to the performance of duties of the Custodian. Has the ability to learn, comprehend and apply regulations, procedures and related information. Has knowledge of the methods, materials and equipment associated with custodial maintenance work and basic groundskeeping work. Has knowledge of the occupational hazards and safety precautions of the industry. Is able to operate equipment and use tools efficiently and safely. Has the ability to offer assistance to co-workers as required. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the mathematical ability to handle required calculations. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to prepare simple records with accuracy and in a timely manner. Has knowledge of the terminology used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Is able to perform work effectively despite occasional exposure to adverse environmental conditions, including temperature extremes, wetness/humidity, machinery hazards, skin irritants, toxic agents, disease, dirt, dust, odors, electrical currents, etc.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.