

Ashe County Schools Job Description

POSITION	Custodian
TERM	Full time
FLSA STATUS	Non-exempt
EDUCATION	High School diploma or equivalent preferred
EXPERIENCE	Experience in custodial and routine maintenance work
PAY GRADE	50
REPORTS TO	Principal or Building Level Supervisor

KNOWLEDGE AND ABILITIES

- Working knowledge of cleaning methods, materials and equipment
- Skill in the use of small equipment used in routine cleaning
- Knowledge of and skill to make minor maintenance repairs to building and equipment
- Ability to lift 40+ pounds on a regular basis
- Ability to understand and follow oral and/or written directions
- Ability to maintain positive working relations
- Must hold or be eligible to hold a CDL with P & S endorsement

DUTIES AND RESPONSIBILITIES

- Scrubs, dusts, sweeps, mops, vacuums, waxes and polishes floors in rooms, gymnasium, hallways, cafeteria, and closets
- Washes windows, woodwork walls and other surfaces
- Scrubs and cleans rest room fixtures
- Replenishes tissue, towels, and soap in rest rooms, kitchens, and classroom facilities
- Empties wastebaskets and other trash receptacles
- Locks and unlocks doors
- Secures building
- Reports to supervisor damages or needed repairs
- Picks up paper and other trash in school building or on school grounds
- Moves equipment and supplies as directed
- Upkeep of school grounds which may include mowing, weed-eating, trimming bushes and snow removal
- Be available to substitute on a bus route if necessary
- Other duties as assigned by supervisor and/or Superintendent of Ashe County Schools

Effective with COVID19 Pandemic the following duties are in addition to the above:

- Carrying out assigned sanitizing protocols

WORKING CONDITIONS

- Work is considered physical work requiring the exertion of up to 40 pounds of force

WORK ENVIRONMENT

- Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with ACS staff, students and the public

ACKNOWLEDGEMENTS

The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations

<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*