



Regional School Programs

Job Description

POSITION TITLE: Custodian

RESPONSIBLE TO: RSP Principal, Lead Maintenance

QUALIFICATIONS/CERTIFICATION(S):

Any combination equivalent to: high school diploma, GED Certificate or demonstrated progress toward obtaining a GED as required by Kentucky law.

GENERAL RESPONSIBILITIES:

Perform routine custodial activities at an assigned school site to maintain building and adjacent ground areas in a clean, orderly, and secure condition.

SPECIFIC DUTIES:

- Perform routine custodial activities at assigned school site; sweep, scrub, mop, wax, and polish floors and vacuum rugs and carpets, spot clean and shampoo carpets.
- Clean classrooms, restrooms, cafeteria, offices, and related facilities, monitor activities and events to assure orderly behavior and to protect building from damage.
- Lock and unlock doors as directed, maintain security of assigned areas according to established guidelines.
- Operate cleaning equipment such as vacuums, floor stripper, buffer and polisher, carpet shampooer, scrubber, high-pressure sprayer, manual and power sweeper, and power blower as assigned.
- Respond to emergency cleanups such as spills.
- Maintain records of observed maintenance, repair needs, and safety issues.
- Empty trash cans, wash out trash cans when necessary, and follow established sanitation procedures.
- Clean and disinfect drinking fountains, sinks, toilets, and urinals, clean mirrors, tiles, and glass in restrooms.
- Shovel, plow and sand walkways and doorways as directed.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Basic methods, materials, tools, and equipment used in custodial work and routine maintenance.
- Proper methods of storing equipment, materials, and supplies.
- Proper lifting techniques.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Perform routine custodial activities at an assigned school site or facility to maintain buildings and adjacent ground areas in a clean, orderly and secure condition.
- Use cleaning materials, equipment, and methods according to pre-determined standards and/or procedures.
- Learn and apply knowledge of the schedules, procedures, and use of equipment and supplies used in custodial work.

- Learn and apply appropriate safety precautions and procedures necessary to facilitate custodial work.
- Maintain tools and equipment assigned in clean working order and provide proper security.
- Perform minor non-technical repairs.
- Understand and follow oral and written directions.
- Communicate effectively with others both orally and in writing.
- Walk, bend, lift push and stand for extended periods of time.

TERM OF EMPLOYMENT: Classified, Full-time employment 215 days, hourly rate

SALARY: Salary based on rank and experience in accordance with NKCES salary schedule.

EVALUATION: Annual evaluation in accordance with performance of job description and NKCES policies and procedures.

I am able to perform the essential functions of this job.

Signature: _____ Date: _____