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TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Dr. Jesse Bacon, Superintendent
Dr. Adrienne Usher, Deputy Superintendent

FROM: Dr. Althea Hurt, Director of Human Resources

DATE: December 1, 2025

RE: Item for the DECEMBER Board Meeting - Plant Manager for the Physical Science Building & Sports Complex

Thomas Stokes, Director of Facilities, requests approval of the position and job description for: **Plant Manager of the Physical Science Building and Sports Complex**. The person in the position will perform routine custodial activities at the assigned district school site. The position will begin at North Bullitt High School and will eventually be needed at the other two high schools. Funding will come from the General Fund.

Attachment: Job Description

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



Job Description - Plant Manager (Custodian)

7609

Physical Science Building & Sports Complex

Responsible To: Principal

Contract Terms: 12 months

Qualifications: Certification: High School Diploma or equivalent

Basic Function:

Perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms, and adjacent grounds areas in a clean, orderly, and secure condition.

Duties:

1. Performs routine custodial activities at assigned district school site; sweeps, scrubs, mops, waxes and polishes floors and vacuums rugs, offices, bleachers, press boxes, clean debris and gum from turf, wiping down weight lifting equipment, cleaning wrestling mats as needed, workshops and other assigned work areas; spot cleans and shampoos carpets; glues and performs carpet stretching and repairs as assigned.
2. Cleans classrooms, restrooms, showers, locker rooms, shops, cafeteria, offices and related facilities as assigned; sweeps, mops, and cleans gymnasium floor as assigned; spot mops spills and removes gum and debris; monitors gym events to assure orderly behavior and to protect the building from damage; cleans tables, chairs and floors after lunch periods as assigned.
3. Cleans and disinfects drinking fountains, sinks, toilets, showers, and urinals; cleans mirrors, tile and windows.
4. Reports safety, sanitary, and fire hazards to the appropriate authority; reports and recommends the need for maintenance repairs to the appropriate authority; maintains security of buildings; reports suspicious or unauthorized individuals on campus; reports infractions of rules to the athletic director and custodial supervisor.
5. Washes windows and walls; cleans, moves, and arranges furniture, supplies, and equipment in preparing classrooms and multi-purpose rooms for special events or meetings.
6. Cleans venetian blinds, dusts and polishes furniture and woodwork, and makes minor, non-technical repairs as needed.
7. Locks and unlocks doors and gates as appropriate; maintains security of assigned areas according to established guidelines; turns the alarm system off in the morning and on in the evenings as directed.
8. Orders supplies according to established guidelines and procedures.
9. Picks up and rakes paper, trash, and debris around school grounds and in buildings; sweeps and cleans



Job Description - Plant Manager (Custodian)

7609

walkways and entrances; disposes of trash according to established sanitation procedures; washes out trash cans and follows established sanitation procedures and standards.

10. Packs, unpacks, loads, and receives supplies, materials, and other items.
11. Operates cleaning equipment such as vacuums, floor strippers, cleaning, buffer and polisher, carpet shampooer, scrubbers, high-pressure sprayer for bleachers, manual and power sweepers, and power blower to remove rubber pellets and debris from concrete as assigned.
12. Shovels, plows, and sand walks and steps as directed.
13. Responds to emergency cleanups such as spills; maintains records of observed maintenance, repair needs, and safety issues.
14. Participates in major summer cleaning projects as assigned.
15. Initiates work orders with the building.
16. Changing filters and working alongside maintenance workers as needed.
17. Performs 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.

Ability to:

- Perform routine custodial activities at an assigned school site or facility to maintain buildings, locker rooms, and adjacent grounds areas in a clean, orderly, and secure condition. - Use cleaning materials, equipment, and methods according to pre-determined standards. - Learn and apply knowledge of the schedules, procedures, and use of equipment and supplies used in custodial work.
- Learn appropriate safety precautions and procedures.
- Maintain tools and equipment in clean working order and provide proper security. - Perform minor non-technical repairs.
- Observe and report the need for maintenance and repair.
- Perform heavy physical labor.
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Communicate effectively with others.
- Inspect and assure the security of facilities.
- Communicate effectively both orally and in writing.



Job Description - Plant Manager (Custodian)

7609

- Walk, bend, lift, push, and stand for extended periods of time.

Updated December 1, 2025