

PUTNAM COUNTY SCHOOLS	Job Description	
Number	Title:	School Custodian
Nature of Position	This position is responsible for cleaning and maintaining the school building and grounds and other duties assigned by the Principal	
Reports to	Title I: Building Principal	
Education	Required	<ul style="list-style-type: none"> • High School Diploma or GED
	Preferred	<ul style="list-style-type: none"> • Work Ready Certificate of formal vocational training
Experience, Skill and Certification	Required	<ul style="list-style-type: none"> • Ability to perform work which involves medium heavy lifting, reaching, pulling, carrying, climbing, maneuvering in confined spaces and prolonged standing and walking • Ability to perform work involving exposure to to variances in temperatures, chemicals and smells commonly associated with schools in general • Ability to operate and maintain small hand tools and lawn equipment • Ability to operate floor cleaners, buffers and carpet cleaners • Ability to understand and carry out verbal and written instruction • Ability to distinguish between different chemical materials with the ability to read and understand label information • Must be dependable • Ability to establish and maintain effective working relationship with other employees, children and the general public • Ability to make minor repairs to school facilities and equipment
Duties and Responsibilities	<p>(Charter District Accountability Plan Goal 4)</p> <ol style="list-style-type: none"> 1. Clean and maintain the school building and grounds 2. Demonstrate ability to use and maintain small hand tools 3. Perform outside labor and routine maintenance of the building and grounds 4. Make minor repairs to equipment and furniture 5. Replace light bulbs, removable ceiling tiles and air filters 6. Sweep, mop and dust all classrooms, offices, bathrooms, 	

	<p>hallways and specialty rooms in the areas assigned</p> <ol style="list-style-type: none"> 7. Remove all trash based on safety guidelines 8. Wash all windows 9. Provide custodial services for assigned school activities 10. Unload, stock incoming supplies and inventory 11. Able to complete required written forms 12. Available to work some school activities outside of the regular school day. Extra compensation will be paid for overtime 13. Demonstrate integrity, ethical behavior and a positive attitude 14. Other duties as assigned 	
Terms of Employment	Salary for this position is based on approved salary schedule	
Approvals	Principal	
	Director/Chief Operating Officer	
	Assistant Superintendent for Human Resources	
	Superintendent	