

**WAYNE COUNTY SCHOOLS
JOB DESCRIPTION**

Position: CUSTODIAN I

Evaluated by: Principal

Job Description: Personnel employed to keep building clean and free of refuse.

Qualifications:

1. High school diploma or TASC required.
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position.
3. Ability to work well with others.
4. Physical strength, dexterity, and ability to do manual labor.

Length of Employment: 213 Days

Responsibilities:

1. Daily sweep, dust, mops, or buff areas of the building assigned.
2. Daily clean and sanitize all plumbing fixtures and drinking fountains in assigned area.
3. Daily remove all waste and trash from assigned areas.
4. Daily vacuum carpeted areas and assist in wet cleaning these areas when appropriate.
5. Sweep sidewalks and remove debris from grounds as required. Cut grass and remove snow when necessary.
6. Wash windows and wax floors.
7. Reports needed repairs or problems encountered in assigned area to the Principal.
8. Insures that unnecessary lights are turned off to conserve electricity.
9. Maintains positive work habits.
10. Performs duties efficiently and productively.
11. Maintains and/or upgrades job-related skills.
12. Performs other related duties as assigned by supervisor or principal.
13. Develops and maintains a safe work environment at all times.
14. Must acknowledge and sign the Drug-Free Workplace Policy.

Salary: Pay Grade:A

Position: CUSTODIAN II

Evaluated by: Principal

Job Description: Personnel employed to keep building clean and free of refuse.

Qualifications:

1. High school diploma or TASC required.
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position.
3. Ability to work well with others.
4. Physical strength, dexterity, and ability to manual labor.

Length of Employment: 213 Days

Responsibilities:

1. Operates various floor scrubbing and cleaning machines; maintains this equipment to keep it in proper working order.
2. Works either day or night, depending on a particular school's schedule.
3. Operates small heating plants.
4. Daily sweep, dust, mop, or buff all classrooms, offices, gymnasiums, locker rooms, halls, and lunch rooms, etc.
5. Daily clean, mop, and sanitize all bathroom plumbing, fixtures, and drinking fountains.
6. Cleans unusual classroom spills on demand.
7. Cleans carpeted areas with vacuum cleaner or scrubbing machine as appropriate.
8. Removes all waste and trash from the building and prepares it for proper disposal.
9. Cleans and maintains grounds for proper appearance and safety including cutting grass and removing snow when necessary.
10. Performs other related duties as assigned by supervisor or principal.
11. Maintains positive work habits.
12. Performs duties efficiently and productively.
13. Maintains and/or upgrades job-related skills.
14. Develops and maintains a safe work environment at all times.
15. Must acknowledge and sign the Drug-Free Workplace Policy.

Salary: Pay Grade:B

**Wayne County Schools
Job Description**

Position: CUSTODIAN III

Evaluated by: Principal

Job Description: Personnel employed to keep building clean and free of refuse.

Qualifications:

1. High school diploma or TASC required.
2. Personnel must be or have been classified in this category, or must pass the state prescribed exam for this position.
3. Ability to work well with others.
4. Physical strength, dexterity, and ability to manual labor.
5. Ability to carry out verbal and written instructions and reporting procedures.
6. Experience and/or knowledge in building cleaning, methods, materials, equipment, security services, or allied work.
7. Awareness of factors of fire and health safety involved in the care of buildings.
8. Ability to create personable relations with co-workers, building occupants, and the public in general.
9. Simple repair skills and maintenance methods familiarity.
10. Ability to operate heating and cooling systems.
11. Working knowledge of grounds equipment and horticulture methods.
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Length of Employment: 213 Days

Responsibilities:

1. Performs custodial work involving independent activity to keep school clean, sanitary, and in orderly condition, as well as minor maintenance tasks.
2. Performs assigned manual work of ordinary difficulty and responsibility. Job assignments are in the form of written or oral instructions and are performed under supervision and reviewed periodically.
3. Must clean and wash floors, walls, ceilings; dust and polish furniture; wash windows, strip, spray, buff, wax, and polish floors; wash and clean restrooms; dispose of garbage and trash.
4. Set up and shift furniture and furnishings as required.
5. Provides assistance to students, teachers, public, and other employees as assigned.
6. Transports teaching supplies and equipment as required by teaching staff and principal.
7. Maintains watch over property and grounds against trespassing, vandalism, and fire hazards. Signal police and fire departments.
8. Assists in building maintenance by replacing window glass, cleaning gutters and drain pipes, freeing stopped sanitary and sink plumbing, repairing leaks, repairing furniture, doing simple painting, replacing lights, and performing other related work.
9. Maintains grounds by cutting grass with hand and power mowers, collecting litter, trimming bushes and small trees, raking grounds, and performing minor repairs to walks, paths, walls, play apparatus, roads, and site improvements. Snow removal duties as assigned.
10. Operates heating, lighting, ventilation, cooling, and electrical systems as specified. Perform routine lubrication services and minor preventive maintenance services.
11. Operates security systems and fire safety systems.
12. Inspects buildings; reports deficiencies.
13. Performs inventory control checks.
14. Orders miscellaneous custodial material and supplies.
15. Keep records.
16. Maintains positive work habits.
17. Performs duties efficiently and productively.
18. Maintains and/or upgrades job-related skills.
19. Performs other related duties as assigned by principal or building supervisor.
20. Develops and maintains a safe work environment at all times.
21. Must acknowledge and sign the Drug-Free Workplace Policy.

Salary: Pay Grade:C