

**PENDLETON COUNTY SCHOOLS
JOB DESCRIPTION**

Custodian

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Ability to perform without close supervision.
3. Ability to operate cleaning machines such as, buffers, scrubbers, vacuums, etc.
4. Understanding of the essential procedures of cleaning and sanitizing.

REPORTS TO:

Principal

WORK HOURS:

As assigned and determined by the Principal

EMPLOYEE CLASSIFICATION:

Custodian I Custodian II Custodian III

RESPONSIBILITIES:

The custodian shall be responsible for:

1. Maintaining positive work habits.
2. Performing duties efficiently and productively.
3. Maintaining and/or upgrading skill.
4. Maintaining personal qualities appropriate for assigned job.

PERFORMANCE STANDARDS:

The following performance standards and indicators further define the job responsibilities of a cook:

A. Work Habits

1. Maintains regular attendance.
2. Observes assigned work hours.
3. Complies with Pendleton County School policies governing employment.
4. Regularly observes established safety procedures
5. Regularly stores supplies/equipment in a neat and safe manner.
6. Exhibits the ability to complete assigned work schedule on a regular basis.
7. Regularly requests cleaning materials from the central office prior to depletion of supply.

B. Performance

1. Reports to the principal repairs that need attention that are beyond his/her ability to complete.
2. Requests cleaning materials on proper forms and through proper channels.
3. Anticipates job responsibilities that need to be performed.
4. Operates cleaning equipment effectively.

5. Demonstrates the essential procedures of cleaning and sanitizing.
6. Performs assigned duties efficiently without close supervision.
7. Acts as an effective member of the building custodial team.
8. Cooperates with professional staff in the identification and correction of custodial concerns.
9. Demonstrates the ability to follow directions.
10. Makes repairs to school plant, furniture and equipment that are within his/her scope and abilities.
11. Recognizes the regulations' (health, safety, fire) impact on the school and assists with the school's compliance to these regulations.

C. Training and Experience

1. Demonstrates the procedures of effective cleaning/sanitizing.
2. Participates in job-related training programs.
3. Reads current articles related to job assignment.

D. Personal Qualities

1. Accepts responsibility for the work assigned.
2. Accepts constructive criticism.
3. Exhibits enthusiasm for the position assigned.
4. Exhibits a positive attitude toward assigned work.
5. Possesses physical/emotional health necessary for effective job performance.
6. Considers using recent methods/procedures of cleaning/sanitizing.
7. Maintains appropriate appearance and personal hygiene.
8. Maintains a good relationship with teachers/students/administrators.