**Hawkins County Schools**

**School Custodian**

**Reports To:**

Director of Schools and School Administrator

**Qualifications:**

High School Degree

**Purpose Statement:**

Custodians are responsible for the repair, maintenance, cleanliness, and safety of all district facilities and grounds. Their mission is to maintain the schools physical facilities in a condition of cleanliness and safety.

**Essential Duties & Responsibilities:**

* Perform all activities that are custodial in nature and deemed appropriate by Head Custodian or Administration.
* Keep buildings and grounds neat and clean at all times.
* Clean and maintain all assigned workspaces and equipment.
* Assist in building and grounds security by locking all doors and gates after use and at end of work day.
* Assist in maintaining seasonal grounds work (snow, lawn).
* Perform routine maintenance and repairs of buildings, equipment, and grounds.
* Understand and follow safety procedures as provided by the district.
* Clean and sanitize restrooms/bathrooms using established practices and procedure.
* Clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets
* and trash containers; replace light bulbs; refill restroom dispensers.
* Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
* Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum
* and shampoo carpets
* Place work orders as necessary.
* Perform related duties as required.
* Attend to emergencies when necessary.
* Attend safety meetings and other related meetings.
* Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
* Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
* Perform related duties as required.

**Capacity and Ability Requirements:**

The usual job demands requires the following physical requirements: some lifting, carrying, pushing, pulling, some stooping, kneeling, and physical dexterity.

**Terms of Employment:**

Salary and benefits shall be paid consistent with the District’s approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.