

JEFFERSON COUNTY BOARD OF EDUCATION

Position Description

POSITION TITLE:	Custodian
OFFICE/DIVISION:	Jefferson County Board of Education
WORK LOCATION:	Various Schools within the County
REPORTS TO (TITLE):	Head Custodian/Principal
QUALIFICATIONS:	Possess a high school diploma or GED and meet other requirements as set by the Jefferson County Board of Education.
DATE PREPARED:	Revised 05/2024

Classification:	NON EXEMPT
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POSITION SUMMARY

The primary duty of the custodian is to maintain the cleanliness and sanitation of the buildings and grounds of their respective schools.

The work involves following directions of the head custodian and established routines in the proper use of cleaning materials and supplies. The custodian performs various tasks related to keeping a clean school environment including but not limited to sweeping, mopping, waxing, stripping, polishing, dusting, and scrubbing. The custodian may also gather and dispose of garbage on the school grounds to help maintain a litter-free appearance. This position includes cleaning and restocking restrooms. The custodian moves office and classroom furniture as well as equipment and supplies, so heavy lifting is sometimes required. He/she must exercise tact and courtesy in contacts with school officials, co-workers, students and the general public.

This person keeps the head custodian and principal fully informed of the developments in the area of responsibility and assumes other responsibilities as the Head Custodian, Principal or Superintendent may assign from time to time.