



Title:	Custodian – Central Office
Reports to:	Executive Supervisor for Maintenance
Terms of Employment:	12 months
Salary:	Pay Grade 51

- Qualifications:**
- High School Graduation or its equivalency
 - General knowledge and experience of building cleaning practices, supplies, and equipment and the ability to use them economically and efficiently
 - Valid North Carolina Driver’s License

Supervises: None

Essential Job Functions:

1. Performs a variety of general and light grounds keeping work in the care and maintenance of assigned buildings and facilities
2. Sweeps, mops, vacuums, strips, waxes, and buffs floor surfaces
3. Cleans restroom areas and replenishes paper supplies and soap as necessary
4. Cleans windows, walls, woodwork, blinds and light fixtures
5. Dusts and cleans desks and other furniture
6. Empties trash receptacles
7. Sweeps sidewalks and walkways outside of buildings; polices grounds, picking up debris, applies de-icing compounds to walkways as necessary
8. Clean and sanitize waste baskets
9. Raises and lowers flags, as needed
10. Cleans up kitchen and dishes after designated functions
11. Operates dishwasher on a daily basis
12. Opens buildings at start of workday
13. Arranges furniture, tables and chairs for meetings and other events
14. Delivers mail and supplies as needed
15. Mows and trims grass on immediate grounds
16. Trims shrubbery
17. Rakes and removes leaves as necessary
18. Make minor building repairs, as able
19. Delivers Agenda Packages to Board Members
20. Responds to after hour emergencies and works over as needed
21. Performs related tasks and other duties/responsibilities as assigned by supervisor



Maintenance Department Physical and Cognitive Requirements

The major physical and cognitive requirements listed below are applicable to the **Custodian-Central Office** job classification within the Maintenance Department of Scotland County Schools.

Work in this classification is considered **medium physical work** requiring the exertion of 50 pounds of force occasionally and up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, balance, climb, kneel and crouch
- work in various inside and outside environments being subjected to weather changes, noise, vibrations, job hazards and atmospheric conditions
- use visual acuity required for depth perception and color perception
- visually inspect small defects and/or small parts
- use a variety of measuring devices
- assemble or fabricate parts at or within arm's length
- operate machines, motor vehicles, hand tools, and job specific equipment and tools
- determine the accuracy and thoroughness of work
- observe general surroundings and activities
- hear sufficiently to accurately perceive information at normally spoken word levels
- use communication by means of spoken word to express or exchange ideas
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment