

COOSA COUNTY SCHOOLS  
JOB DESCRIPTION

JOB TITLE: CUSTODIAN

REPORTS TO: Principal

SUPERVISES: N/A

QUALIFICATIONS:

1. Minimum: High school diploma or equivalent
2. Background clearance through FBI and ABI processes
3. Valid Alabama driver's license and insurable driving record required
4. Training or experience in custodial work, preferred
5. Ability to use custodial equipment and cleaning chemicals
6. Ability to follow OSHA standards relating to assignment
7. Effective oral communication skills
8. Good interpersonal skills
9. Ability to work at assigned tasks independently

JOB GOAL: To provide students and staff with a safe and clean place in which to learn, play, work, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Attend work punctually and regularly.
2. Clean and sanitize restrooms to include all fixtures, faucets, mirrors, commodes, sinks, urinals, and floors daily. Restock restrooms daily as needed with hygiene and/or paper supplies.
3. Clean high touch areas to include light switches, water fountains, door knobs, and handles in all assigned areas daily.
4. Vacuum rugs and carpeted areas weekly or as needed.
5. Dust mop and spot clean hallways daily.
6. Mop halls weekly.
7. Empty and clean trash cans in all assigned areas daily. Clean walls around trash cans as needed.
8. Assist with keeping building and grounds free of paper and litter.
9. Assist in maintaining the inventory of custodial supplies, tools and materials for use in the facility.
10. Assist in the supervision of the physical security of the facility as required.
11. Provide emergency clean up for spills and mishaps throughout the facility.
12. Perform minor repairs or do minor painting when needed.
13. Reports needs for major repairs promptly to the maintenance department.
14. Assist maintenance workers when needed.
15. Assist in lifting and moving heavy objects and furniture as required.
16. Assist in setting up facilities for programs, meetings, etc. as required.
17. Report work-related injuries immediately as required,
18. Comply with all local, state and federal regulations and laws relating to job assignment.

19. Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
20. Perform all other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Lift 50 lbs or more frequently.

Stand and walk a majority of each day.

Stoop, kneel, bend, reach, twist, and turn on a frequent basis.

Work in the elements of weather, including extreme temperatures occasionally.

\*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

*It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.*