

Coosa County Schools Job Description

JOB TITLE: CUSTODIAN / MAINTENANCE HELPER

REPORTS TO: Principal / Maintenance Supervisor

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 through our fleet insurance carrier.
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. Ability to work at assigned tasks independently.
9. Basic knowledge in areas of electrical, carpentry, plumbing, mechanical, heating, ventilating and roofing.

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

PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance; full compliance with system sick leave and personal leave policies.
2. Assist in cleaning and sanitizing 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. Assist in cleaning high touch areas to include light switches, water fountains, door knobs, and handles in all assigned areas daily.
4. Assist in vacuuming rugs and carpeted areas weekly or as needed.
5. Assist in dust mopping and spot clean hallways daily.
6. Empty and clean trash cans in all assigned areas daily. Clean walls around trash cans as needed.
7. Assist with keeping building and grounds free of paper and litter.
8. Assist in maintaining the inventory of custodial supplies, tools and materials for use in the facility.
9. Assist in the supervision of the physical security of the facility as required.
10. Provide emergency cleanup for spills and mishaps throughout the facility.
11. Perform minor repairs or do minor painting when needed.
12. Reports needs for major repairs promptly to the maintenance department.
13. Assist maintenance supervisor when needed.
14. Assist in lifting and moving heavy objects and furniture as required.
15. Assist in setting up facilities for programs, meetings, etc. as required.
16. Report work-related injuries immediately as required,
17. Comply with all local, state and federal regulations and laws relating to job assignment.
18. Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
19. Perform all other tasks consistent with the goals and objectives of this position.

20. Respect the confidentiality of information pertaining to students, staff, and school system.
21. Assume other duties as assigned by supervisor.

PHYSICAL REQUIREMENTS:

Lift 100 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, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.