

Summers County Schools
Job Description
Custodian

QUALIFICATIONS:

- **Criminal Background Check** conducted pursuant to Summers County Board of Education Policy IV-G4
- **Drug Test** conducted pursuant to Summers County Board of Education Policy IV-H-1.
- **High School Graduate or equivalent**
- **Pass competency test** pursuant to WV Code 18A-4-8e

RESPONSIBLE TO: Principal, Director, or Superintendent

EMPLOYMENT TERM/SALARY: Custodian I- 206 days/Paygrade A
Custodian II- 206 days/Paygrade B

Custodian III- 206 days/Paygrade C

Custodian IV- 220 days/Paygrade D

Job Responsibilities:

1. Perform the following duties according to classification:

A. Custodian I

1. Independently keep building clean, sanitary and in orderly condition.
2. Accept written or oral instructions pertaining to custodial responsibilities, including moving furniture, transporting teaching supplies and equipment.

B. Custodian II

1. Perform duties of Custodian I.
2. Acts as watchman and/or grounds man.

C. Custodian III

1. Perform duties of Custodian I and II.
2. Make Minor repairs to facilities and equipment.
3. Remove snow as assigned.
4. Operate heating, cooling, lighting and electrical controls as specified or required.
5. Perform routine lubrication services and minor preventative maintenance services.
6. Inspect building and report deficiencies.
7. Keep track of supplies and make necessary orders for supplies.
8. Maintain records as required by the county.

D. Custodian IV

1. Perform duties of Custodian I, II and III.
2. Supervise other custodians.