

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. Ensure the facility is in a safe and secure condition.
3. Report needed supplies to the head custodian and/or principal.
4. Report needed repairs to the head custodian and/or principal.
5. 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.
3. Ensure the appearance of the facility is neat and orderly.
4. Make necessary repairs to the facility and its grounds to ensure cleanliness and safety.
5. Duties may include the operation of a small heating plant.
6. Duties may include protecting the facility against theft or damage.

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.

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D. Custodian IV

1. Perform duties of Custodian I, II and III.
2. Coordinate with the Principal and Director of Facilities to plan for the short term and long-term maintenance of the facility.
3. Supervise other custodians.