



BOARD OF EDUCATION

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Superintendent, Dr. Barry D. Collins, Ed.D.

POSITION TITLE: Custodian (Part-time)

REPORTS TO: Maintenance Director/Custodial Supervisor

BEGINNING DATE: Open until filled

NATURE OF WORK:

An employee in this class performs routine, manual work cleaning and maintaining buildings. The employee also controls building heating and air conditioning equipment. The employee performs recurring tasks in accordance with established practices and cleaning schedules as well as providing services needed for building community rentals. This custodian will work 10-16 hours per weekend on Saturday and Sunday.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Some knowledge of cleaning methods, materials and equipment
- Some skill in the use of small equipment used in routine cleaning
- Ability to understand and follow simple oral or written directions
- Ability to work cooperatively with other staff members
- High level of trustworthiness and dependability required

EDUCATION AND TRAINING:

- Successful work experience
- High school diploma or equivalence

TERM OF EMPLOYMENT: 10 months (Part Time)

SALARY: Salary Grade 50

FLSA Status: Non-Exempt

PERFORMANCE RESPONSIBILITIES:

1. Scrubs, dusts, sweeps, mops, vacuums, waxes & polishes floors in rooms, hallways & closets.
 2. Dusts and arranges furniture.
 3. Washes windows, woodwork, walls & other surfaces.
 4. Scrubs & cleans rest room fixtures.
 5. Replenishes tissue, towels & soap in rest rooms, kitchens & classroom facilities.
 6. Empties wastebaskets & other trash receptacles.
 7. Locks and unlocks doors.
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8. Sorts and stores material for recycling program.
9. Reports to supervisor any damages or needed repairs.
10. Picks up paper and other trash in school building or on school grounds.
11. Turns heating and air conditioning equipment on and off.
12. Adheres to mandated uniform procedures.
13. Performs other duties as specified by the Principal, Maintenance Director, or designee.

PHYSICAL REQUIREMENTS:

- Ability to reach with hands and arms routinely and to carry furniture (such as tables, chairs, supplies and materials).
- Ability to lift moderate to heavy weight (40-50 pounds), 25 pounds routinely and 100 pounds occasionally and be able to stand, walk, run, bend, stoop, push, pull, reach, and climb ladders, for extended periods of time.
- Ability to be on feet 8 hrs daily conducting moderate manual labor routinely.
- Must be able to facilitate the evacuation of students during emergency situations and/or drills.
- Must be able to travel to a variety of school sites.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Interested individuals are to complete an online application which can be found at www.onslow.k12.nc.us.

Onslow County Schools does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. Onslow County Schools is an EQUAL OPPORTUNITY EMPLOYER.

I have read and understand the requirements for the position of Custodian I. I certify that I can perform all essential functions of this position.

Signature

Date

Printed Name

Date

Witness

Date