

DATE OF APPLICATION: _____

**LEWIS COUNTY SCHOOLS
APPLICATION FOR EMPLOYMENT
CUSTODIAN**

NAME _____

ADDRESS _____

PRIMARY PHONE# _____

SECONDARY PHONE # _____

REFERENCES (No Relative References will be accepted)

<u>Name</u>	<u>Relationship</u>	<u>Phone and/or Email</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

EDUCATION

Please indicate the highest level of education completed:

__1 __2 __3 __4 __5 __6 __7 __8 __9 __10 __11 __12
__GED Certificate __Some College __BS __MA __EDS

Have you been convicted of a felony in any state? Yes No If so, please provide accompanying information with this application.

Have you ever been discharged from a position for any reason? Yes No If so, please provide accompanying information with this application.

EMPLOYMENT EXPERIENCE

<u>Employer</u>	<u>From/To (Mo.& Yr)</u>	<u>Duties</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the information given by me in this application is true and complete and that I am physically able to perform the duties as outlined in the attached job description in the performance of the position for which I may be employed.

Furthermore, I am aware that should investigation show any falsification, I will not be considered for employment, or if employed, I will be dismissed and disqualified from future consideration. I hereby authorize Lewis County Schools to make all necessary investigations concerning me or my actions. I further authorize each former employer, educational institution, or organization (including law enforcement agencies) to provide all information that may be sought in connection with this application.

I recognize that, if I am employed, I will be required to submit to a TBI background investigation and fingerprinting and that I will be required to pay the cost of those investigations. I understand that my employment is contingent upon satisfactory background check results. If I am employed, I understand that the cost of the TBI background check will be deducted from my first payroll check and that I will be reimbursed by the Lewis County Board of Education for such fees upon completion of my six (6) month probationary period.

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold Lewis County Board of Education, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

PLEASE READ CAREFULLY BEFORE SIGNING:

“Knowingly falsifying information required by Sec. 49-5-406(a)(1) shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which must be reported to the District Attorney General for prosecution”

Signature of Applicant

Date

Lewis County Schools is committed to the principles of equal opportunity, equal access, and affirmative action. Discrimination on the basis of age, race, sex, color, religion, national origin, disability, or any other non-merit factor is prohibited. Lewis County Board Policy complies with State and Local Employment Policies, State Employment Law, and Federal Fair Labors Standards (FLSA). Lewis County Schools is a “Drug-Free” workplace.

NOTICE: This position requires a criminal background check. Therefore, you may be required to provide information about your criminal history in order to be considered for this position.

NOTE: THIS DOCUMENT WILL BE RETAINED BY LEWIS COUNTY BOARD OF EDUCATION FOR ONE (1) YEAR FROM THE DATE OF THE APPLICATION AND ALL OUT-OF-DATE APPLICATIONS WILL BE DESTROYED AFTER THAT TIME.

**LEWIS COUNTY BOARD OF EDUCATION
JOB DESCRIPTION**

POSITION: Custodian

DIRECT SUPERVISOR: Tony Cotham, Supervisor of Maintenance & Logistical Operations

SYSTEM SUPPORT: Sheryl Sharp, Supervisor of Substitute Teacher & Pupil Transport
Allen Trull, Supervisor of Student Support Services

FLSA CLASSIFICATION: NON-EXEMPT

The Custodian will be required to conduct the following duties on a regular basis or as needed. This list is not all-inclusive and may be expanded as necessary.

Essential Functions:

Classrooms

- Floors are to be swept daily
- Floors are to be mopped at least twice weekly, or as needed
- Garbage cans are to be emptied daily and new liners added as needed
- Window sills are to be dusted and windows cleaned as needed

Hallways

- Dust mopped daily
- Mopped daily
- Buffed weekly
- Windows cleaned as needed

Restrooms

- Swept and mopped daily
- Commodes, urinals, lavatories cleaned and disinfected daily
- Walls cleaned as needed
- Replenish toilet tissue and paper towels as needed
- Replenish urinal blocks as needed

General Cleaning

- Clean water coolers and fountains daily
- Walls and baseboards cleaned as needed
- Porches swept daily
- Entrances and entrance glass cleaned daily
- Custodial closets are to be kept clean and orderly
- Windows and doors are to be secured at the end of custodial shifts

Other Job Functions:

- Perform other duties as assigned

Physical Requirements:

- Must be able to be on your feet for most of the work day
- Must be able to lift/move furniture as needed
- Must be able to lift/move large mop buckets
- Must be able to reach and clean areas over shoulder high
- Ability to lift a minimum of 40 pounds
- Must be able to perform repetitive motions such as, but not limited to, sweeping, bending, and reaching.

Interpersonal Skills:

- Interact in a professional and respectful manner with students, faculty members, parents, and support staff personnel
- Loyalty to school system and discretion in all school-related matters

Work Schedule:

- **7 Hours per day**
- Work schedule to be determined by school calendar, but is subject to changes by the supervisor as needed

Time Keeping Records:

- Time cards must reflect the actual time worked
- No employee may "clock in" or "clock out" for another employee

I hereby certify that I understand and am able to perform the above-described duties.

Employee

Date