

MORGAN COUNTY SCHOOL DISTRICT
Classified Employee Job Description
Revised August, 2022

Job Title: Part-time Custodian
Location(s) of Job: Transportation
Work Schedule: Up to 29 hours per week
Salary Schedule: \$13.18 per hour
Closing Date: Open Until Filled

GENERAL FUNCTION

Assists the head custodian to achieve general daily and weekly cleaning tasks throughout the building

ORGANIZATION STRUCTURE

Job Title: Part-time Custodian
Supervisor's Title: Transportation Supervisor and Director

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES

1. General maintenance
2. Cleaning the bus garage
3. Cleaning entry ways
4. Restroom cleaning
5. Vacuuming
6. Garbage – empty wastebaskets and cans, transport out to dumpsters
7. Sweep floors and hallways, remove gum and black-marks
8. Wash tables off
9. Clean drinking fountains
10. Wash windows, inside and out, including window seals
11. Close and lock all windows daily
12. Wash doors and door frames
13. Wash walls
14. Scrub all floors
15. Locking doors

MARGINAL FUNCTIONS

1. Simply basic maintenance (unclogging of toilets, drains, changing light bulbs, batteries)
2. Shoveling snow, putting down ice melt.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements--Not limited to the following:

1. Able to lift 50 lbs.
2. Able to climb ladder
3. Able to be on feet for 4-8 hours at a time
4. Able to work by self
5. Work with chemicals
6. Able to push brooms, vacuums, etc.
7. Able to carry 10 lbs. on your back, vacuum equipment.

Educational Requirements:

High School Diploma, or equivalent

Knowledge & Ability:

1. General maintenance experience preferred.
2. Ability to operate machines used in custodial work
3. Knowledge of hard surface floor care (stripping and waxing)
4. Knowledge of wood floor care (stripping and refinishing)
5. Knowledge of industrial shampooer, extractor machines
6. Using buffers
7. Knowledge of chemicals used in cleaning
8. Able to follow oral and written instructions
9. Ability to maintain positive demeanor while engaged in repetitive work.
10. Ability to work well with other staff.

Job-Related Experience:

Janitorial work, but not required

Licenses/Certification:

Not required

Machines, Tools & Equipment Used:

1. Riding floor scrubber
2. Floor buffer
3. Carpet spotter
4. Carpet machine

5. Pressure washer
6. Washing machine and dryer
7. Vacuum
8. Ozone machine
9. Fork lift
10. Buckets, mops, cleaning chemicals, rags, brooms, dusters, etc.
11. Snow shovel
12. Hammer
13. Drill
14. Screw drivers