



WALLACE CHRISTIAN ACADEMY CUSTODIAN JOB DESCRIPTION

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of general custodial and light groundskeeping work in the care and maintenance of assigned school buildings and facilities. Work involves sweeping, mopping and using vacuum cleaners to clean floors; washing walls, woodwork and fixtures; and policing buildings to empty trash receptacles and pick up debris, etc. Employee is also responsible for requisitioning necessary cleaning supplies. Reports to the Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Sweeps, mops, vacuums, strips, waxes, and buffs floor surfaces.

Cleans restroom areas and replenishes paper supplies and soap as necessary.

Cleans windows, walls, woodwork, blinds, and light fixtures.

Dusts and cleans desks and other furniture.

Empties trash receptacles; deposits recyclable material in proper receptacles.

Sweeps sidewalks and walkways outside of buildings; polices grounds, picking up debris; shovels snow and/or applies de-icing compounds to walkways and driveways, as necessary.

Replaces burned-out light bulbs.

Prepares requisition forms to obtain necessary supplies for coming workweek.

Sets traps for rodents and other pests, appropriately discarding trapped animals.

ADDITIONAL JOB FUNCTIONS

Raises and lowers flags at start and end of workday.

Performs minor maintenance on appliances, as abilities allow.

May open and secure buildings at start and end of workday, respectively; may turn on and off lights at start and end of day, respectively, and adjust heating or air conditioning, as appropriate.

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May arrange furniture for meetings or other events.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Some experience in custodial work; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the State of North Carolina.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate vacuum cleaners, carpet shampoos, brooms, mops, leaf blowers, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical demand requirements are for medium work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read simple forms. Requires the ability to prepare time sheets and maintenance reports using prescribed format.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

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Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using janitorial equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as janitorial equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.)

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the standard methods, materials, and equipment employed in janitorial work.

Some knowledge of cleaning procedures and the use of cleaning materials.

Ability to follow instructions.

Ability to perform medium physical work.

Ability to exercise independent judgment and initiative in completing work assignments.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

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.