



<b>Job Title:</b>	Custodian	<b>Job Category:</b>	Facilities
<b>Location:</b>	Petrova Elementary/HS/MS/B'dale	<b>Schedule/Hours:</b>	TBD, 40 hrs per week.
<b>Level/Salary Range:</b>	Min Starting \$15.93/hr, Plus Possible Shift Differential	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Gina Pollock, pollockgin@slcs.org	<b>Reports To:</b>	Vernon James
<b>External Posting URL:</b>	<a href="http://www.slcs.org">www.slcs.org</a> , → Employment Opportunities		

**Job Description**

**Distinguishing Features of the Class:**

This is routine manual work involving responsibility for the efficient and economic performance of cleaning and maintenance operations for buildings, grounds and equipment. Work is performed under the general supervision of head custodian, school principal, or other superior in accordance with established policies, but considerable leeway is permitted for the exercise of independent judgment. Supervision may be exercised over the work of subordinate cleaning or maintenance personnel. The incumbent does related work as required.

**Typical Work Activities:**

- Maintains floors (including sweeping, mopping and stripping);
- Dusts desks, woodwork, furniture and other equipment;
- Washes windows, walls, blackboards, sinks, and other fixtures;
- Polishes furniture and metal furnishings;
- Empties waste baskets, collects and disposes of rubbish;
- Clears snow and ice from walks and driveways;
- Mows lawns, trims shrubs, rakes leaves, and performs a variety of other grounds keeping tasks;
- Operates heating systems including firing;
- Delivers packages and messages;
- Checks operation of clocks and bells;
- Puts out and takes in traffic safety signs;
- Arranges chairs and tables and other equipment for special use of buildings;
- Repairs window shades, replaces light bulbs, soap and towels;
- May paint rooms and equipment, repair furniture and make minor plumbing, electrical, and carpentry repairs;
- May prepare and maintain a variety of records and reports.

**Full Performance, Knowledge, Skills, Abilities, and Personal Characteristics:**

Good knowledge of building cleaning practices, supplies and equipment, and ability to use them efficiently and economically; working knowledge of the operation and maintenance of steam boiler equipment; ability to make minor plumbing, electrical, carpentry and mechanical repairs and to perform a variety of routine maintenance tasks; ability to follow oral and written directions; willingness to do custodial and other manual tasks; thoroughness; dependability.

**Qualifications:**

One year experience in building cleaning, building maintenance, or in one or more of the building trades such as carpentry, plumbing and electrical.

A civil service examination is required for this position to reach a non-probationary status. Incumbent can be provisionally appointed until test is offered through Franklin County.

**To Apply:** Please fill out the Civil Service Application as well as the Non-Instructional Application available on our website [www.slcs.org](http://www.slcs.org) under employment opportunities. If you do not have availability to print, please email [pollockgin@slcs.org](mailto:pollockgin@slcs.org) to set up a time to pick up the applications from the district office. Thank you!