

MACON COUNTY SCHOOLS
CUSTODIAN/EQUIPMENT MANAGER
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Completion of the eighth grade or the equivalent in training and experience.
- (2) Training or experience in custodial work.
- (3) Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

Proficient in the use of custodial equipment, yard tools and cleaning chemicals. Knowledge of OSHA standards relating to assignment. Effective oral and written communication skills. Ability to assume assigned responsibilities. Ability to work harmoniously with others. Ability to organize and prioritize. Ability to perform routine duties guided by standard practice. Ability to read and follow printed instructions and directions. Ability to work at assigned tasks independently.

REPORTS TO:

Principal

JOB GOAL

To provide care, maintenance, sanitation, cleanliness and safety for the physical plant, grounds, and athletic equipment.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Clean and sanitize restrooms and dressing rooms to include all fixtures, faucets, drain pipes, mirrors, commodes, sinks, urinals, window sills, ledges, air vents, floors and walls daily.
- * (2) Clean windows, window ledges, furniture and equipment in all assigned areas daily.
- * (3) Sweep or vacuum and mop hard surfaces of assigned rooms and corridors.
- * (4) Vacuum and spot clean assigned carpeted rooms and hallways daily.
- * (5) Empty and clean trash cans in all assigned areas daily.
- * (6) Assist in maintaining the inventory of custodial supplies, tools and materials for use in the facility.
- * (7) Assist in the supervision of the physical security of the facility as required.
- * (8) Provide emergency clean up for spills and mishaps throughout the facility.
- * (9) Inspect building lighting fixtures daily.
- * (10) Assist in lifting and moving heavy objects and furniture as required.
- * (11) Assist in setting up facilities for programs, meetings, etc. as required.
- * (12) Comply with all local, state and federal regulations and laws relating to job assignment.
- * (13) Communicate effectively with the staff members, students, administrators and other contact persons using tact and good judgment.

CUSTODIAN/EQUIPMENT MANAGER (Continued)

- * (14) Follow attendance, punctuality and proper dress rules.
- * (15) Ensure adherence to good safety standards.
- * (16) Maintain confidentiality regarding school/workplace matters.
- * (17) Model and maintain high ethical standards.
- * (18) Follow assigned schedules for daily, weekly, and/or seasonal tasks.
- * (19) Maintain athletic equipment in good condition.
- * (20) Inspect equipment, schedule needed repairs, and eliminate unsafe equipment.
- * (21) Maintain an up-to-date inventory of equipment.
- * (22) Correspond with coaches regarding new equipment needed.
- * (23) Plan and have equipment available at the coaches request.
- * (24) Perform other assigned duties to support the athletic program.
- * (25) Demonstrate initiative in the performance of assigned responsibilities.
- * (26) Maintain expertise in assigned area to fulfill project goals and objectives.
- * (27) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (28) Keep supervisor informed of potential problems or unusual events.
- * (29) Respond to inquiries and concerns in a timely manner.
- * (30) Exhibit interpersonal skills as an effective team member.
- * (31) Demonstrate support for the school system and its goals and priorities.
- * (32) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (33) Prepare all required reports and maintain all appropriate records.
- * (34) Participate in cross-training activities as required.
- (35) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 02

*Essential Performance Responsibilities