

**BEDFORD COUNTY BOARD OF EDUCATION**

<b>TITLE</b>	<b>Custodian – Plant Operations</b>
<b>QUALIFICATIONS</b>	<ol style="list-style-type: none"><li>1. High school education or general equivalency (GED) diploma, preferred.</li><li>2. Able to read, write, speak, and understand the English language.</li><li>3. Meets the health and physical requirements.</li><li>4. Practices good personal hygiene.</li><li>5. Successful completion of 60 working-day probationary period.</li></ol>
<b>JOB GOAL</b>	To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and develop.
<b>ACCOUNTABLE TO</b>	Custodial Supervisor and School Principal
<b>ESSENTIAL FUNCTIONS</b>	<ol style="list-style-type: none"><li>1. Maintain all buildings and premises, including sidewalks, driveways, and play areas, neat and clean at all times.</li><li>2. Unlock doors prior to student arrivals and secure doors after student departure.</li><li>3. Shovel and maintain steps and walkways as needed.</li><li>4. Perform such groundskeeping chores as grass cutting, shrub trimming, etc.</li><li>5. Move furniture within buildings as required.</li><li>6. Keep all floors in a clean and attractive condition.</li><li>7. Wash all windows, both inside and outside.</li><li>8. Keep the grounds free of rubbish.</li></ol>

9. Perform minor building repairs as may be required by the supervisor, such as revamping lights and repair of pencil sharpeners.
10. Report necessary major repairs promptly to the appropriate personnel.
11. Clean restrooms, classrooms, offices, hallways, and other designated areas of the building as scheduled.
12. Conduct an ongoing program of general maintenance, upkeep, and repairs.
13. Maintain inventory of supplies and equipment and requisition needed replacements.
14. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
15. Observe all safety rules, regulations, and procedures.
16. Observe all local, state, and federal policies and regulations in the governance of schools.
17. Performs other duties as assigned by the Custodial Supervisor and School Principal.

### **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 50 pounds, with frequent lifting and/or carrying of objects weighing up to 25 pounds. Other physical demands that may be required are as follows:

1. Lifting, carrying, pushing, and/or pulling
2. Climbing and/or balancing
3. Stooping, kneeling, and/or crawling
4. Reaching
5. Seeing

### **VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to make generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Finger Dexterity: Ability to move the hands and accurately manipulate small objects with the fingers.
3. Eye-Hand-Foot Coordination: Ability to move the hand and foot coordinately in response to visual stimuli.
4. Color Discrimination: Ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
5. Form Perception: To make visual comparisons and discriminations and see slight differences in shapes and shadings.

## **WORK CONDITIONS**

Some degree of physical discomfort due to exposure to dust, noise, temperature, weather conditions, and possible hazardous materials and chemicals.

## **GENERAL CONDITIONS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

<b>SALARY</b>	Per current schedule
<b>CONTRACT LENGTH</b>	261 days
<b>SICK LEAVE</b>	As per current Board Policy 5.302. Sick leave is cumulative 1 day for each month employed and unused sick leave days will accrue.
<b>VACATION</b>	As per current Board Policy.
<b>EVALUATION</b>	Performance will be evaluated annually by the Custodial Supervisor and School Principal.