

GREENE COUNTY SCHOOLS
220 Main Street
Eutaw, AL 35462
205-372-3109

JOB POSTINGS – January 17, 2023

GREENE COUNTY CAREER CENTER
GREENE COUNTY HIGH SCHOOL

- A. Job Title:** Custodian
- B. Department:** Custodial/Maintenance
- C. Education Level and Certification:** High school degree or GED. Custodial and maintenance experience preferred. Must always maintain during employment an unrestricted motor vehicle operator's license and a satisfactory driving record that meets requirements of Board policy. May also be subject to random drug/alcohol testing (required if holding a pupil transportation license).
- D. Reports To:** School Maintenance Supervisor
- E. Performance Responsibilities and Job Tasks**
1. Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
 2. Service, clean, and supply restrooms.
 3. Gather and empty trash.
 4. Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
 5. Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
 6. Handle chemicals of any nature properly when preparing such as cleaning solutions, floor finishing chemicals, solvents, etc.
 7. Assist in stripping, sealing, finishing, and polishing floors.
 8. Notify supervisors concerning the need for major repairs or additions to building operating systems.
 9. Requisition supplies and equipment needed for cleaning and maintenance duties through the principal or maintenance supervisor.
 10. Clean windows, glass partitions, and mirrors in a timely manner or as needed.
 11. Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets, meetings, assemblies, athletic events, and plays.
 12. Clean and polish high profile areas such as drinking fountains or other areas such as counters, areas used to prepare or store food, etc.
 13. Dusting high traffic, high visibility areas such as offices, teacher's desks, tables, etc. Monitor corners for cobwebs, dead insects, etc.
Use common sense to move heavy furniture, equipment, and supplies if moving manually or by using hand trucks.

14. Depending on the nature of the repair(s), make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
15. Drive vehicles to perform or travel to work areas, downtown for supplies or occasionally, out of town (with pre-approval)
16. May include mowing and trimming of lawns and shrubbery, using mowers and hand and power trimmers, and clear debris from grounds.
17. Develop and maintain a positive, professional rapport and appearance with students and parents and co-workers.
18. Adhere to the code of ethics of the District for non-certificated staff. The Custodian must serve as a positive role model for staff and students.
19. Perform other tasks or duties as assigned by the Superintendent, Principal, or other supervisors.

F. Working Conditions

1. Inside offices and throughout the school building.
2. Exposure to weather conditions.
3. Exposure to chemicals and solvents.

- G. Essential Functions:** The essential functions of the Custodian position include: (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities to perform the identified work activities; and (3) the ability to perform the following identified physical requirements: lifting, standing, walking, climbing ladders, and reaching.

Terms of employment: 10 months

Salary: System Salary Schedule

Evaluation: Performance evaluation shall be in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**THE GREENE COUNTY SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.
"NO PERSON SHALL BE DENIED EMPLOYMENT, EXCLUDED FROM PARTICIPATION IN PROGRAM OR
ACTIVITY ON THE BASIS OF DISABILITY, SEX, RACE, RELIGION, NATIONAL ORIGIN, COLOR OR
AGE"**

Submit application to:
Superintendent's Office
220 Main Street
Eutaw, AL 35462
205.372.3109

(Available at www.greene.k12.al.us
or apply online at
[Standard Application Login \(searchsoft.net\)](http://Standard Application Login (searchsoft.net)))