



GILMER COUNTY SCHOOLS

POSITION DESCRIPTION

FOR THE POSITION OF SUBSTITUTE CUSTODIAN

REPORTS TO: School Building Principal

JOB GOAL: Maintains the school buildings and grounds in a clean, safe, and attractive manner to provide a suitable environment for students and faculty.

PERFORMANCE RESPONSIBILITIES

1. Cleans, sweeps, mops or buffs all areas of the building assigned.
2. Cleans and sanitizes all plumbing fixtures and drinking fountains daily.
3. Cleans unusual classroom spills on demand.
4. Cleans carpet area with vacuum cleaner or scrubbing machine as appropriate.
5. Removes all waste and trash from his/her area and prepares it for proper disposal daily.
6. Washes windows and waxes floor on a regular basis.
7. Sweeps sidewalks and removes debris from grounds as needed.
8. Reports repairs beyond his/her ability to the principal and/or maintenance supervisor.
9. Insures that unnecessary lights are off to conserve energy.
10. Insures that building is securely locked.
11. Maintains the school grounds in a clean, attractive manner.
12. Maintains positive work habits.
13. Performs duties efficiently and productively.
14. Maintains and/or upgrades skills.
15. Performs other related duties assigned by the school building principal.
16. The employee understands that he/she must be physically able to handle, lift, move or maneuver large cleaning equipment, move desks, chairs or other classroom furniture and equipment as needed and bend, reach or push as required during course of performing duties of a custodian.