

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Custodian – Workforce Development     **Department:** Building Services/Operations

**Grade**     D  
**H.P.D.**     8  
**D.P.Y.**     260

**Reviewed Date:** April 2023

**Reports To:** Lead Custodian and/or Principal

**Purpose of Job**

The purpose of this job is to perform as Custodian in the School System. Duties and responsibilities include maintaining and cleaning school building and grounds, turning on/off alarm systems and assisting teachers/students as needed. Reports to Lead Custodian and/or Principal.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Prepares school for opening and closing; locks/unlocks school gates, turns on/off lights and turns on/off alarms; checks and locks/unlocks school doors, polices school grounds and checks all restrooms.

Checks maintenance of school alarms; responds to alarms on call.

Does light plumbing and carpentry for school; changes burned out light bulbs and replaces ceiling tile as needed using stepladder. Replaces chair and desk glides; adjust table and desk legs.

Collects and empties trash throughout the school; dust mops office and/or vacuums or spot mops.

Dust mops and spot mops lobbies and vacuums entrance mat; mops and buffs front foyer, lounge area, classrooms, hallways and other areas requiring this action.

Prepares dining areas and empties trash during and after breakfast and lunch; cleans cafeteria/dining area after breakfast and lunch.

Ensures all school and State flags are properly put up and down ; polices school grounds for trash; mows grass and trims; plants trees on school grounds when directed; applies Round-Up to fences areas; maintains grounds maintenance equipment concerning routine operator care and cleanliness.

Collects cans to be taken to aluminum can dispenser.

Checks school walls for marks and vandalism and cleans as needed.

Stocks paper storage area for copiers; and distributes supplies to teachers.

Checks work orders from teachers and delivers to office.

Checks daily with teachers regarding maintenance needs in the classrooms; prepares request for maintenance work orders; assists maintenance personnel with repairs as needed.

Prepares orders for custodial supplies; picks up supplies from other locations.

Sets up furniture and boards for classrooms; prepares cafeteria and gymnasium for school programs (chairs, etc.).

Cleans up areas where students have become ill and transfers biohazard material for disposal.

Boxes up and stores files for office.

Strips and seals floors throughout the school; shampoos carpets; cleans windows and window blinds. Strips floors with a scrubbing machine and proper pad after applying a stripping chemical.

Paints school as needed; keeps snow and ice from walkways during winter months.

Moves and stores furniture; checks and cleans all custodial equipment after each use.

Clean, inspect, and remove mold throughout the buildings.

Perform and manage mold mitigation.

Performs routine maintenance work around the building.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

**Workforce Development Initiative Certificate of Completion required. If High School Diploma (or equivalent) is obtained during employment, see job description O102.** Three to six months of custodial experience preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System and custodial practices as they pertain to the performance of duties relating to the job of Custodian. Has general knowledge of custodial practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner, Has good organizational, human

relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information, has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 100 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Employee's Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**