

Elizabethton City Schools  
**POSITION ANNOUNCEMENT**

**TITLE:** Custodian (full-time and part-time)

**QUALIFICATIONS:**

1. Able to read, write, speak, and understand English.
2. Is clean enough to present the proper appearance when confronting students, teachers, and the public.
3. At least one (1) year of experience is preferred so that with appropriate training the assigned duties can be carried out.
4. The applicant must be willing to be fingerprinted if not already on file.

**JOB GOAL:** To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

**ESSENTIAL FUNCTIONS:**

1. Keeps all buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Works cooperatively with maintenance personnel to regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
3. Performs such grounds-keeping chores as assigned.
4. Unlocks doors prior to student arrivals and secures doors and windows after student departure.
5. Shovels, plows, and maintains steps, walks, driveways, and parking areas as needed.
6. Performs minor building/equipment maintenance repairs.
7. Reports major repairs that are needed promptly, and on proper forms.
8. Keep all floors in a clean and attractive condition utilizing buffer, floor scrubber, and other pertinent equipment.
9. Moves furniture when required.
10. Keeps the grounds free from rubbish.
11. Washes all windows on both inside and outside.
12. Cleans restrooms, classrooms, offices, hallways, and other areas of building including sweeping or vacuuming and emptying of garbage daily in classrooms; dust all flat surfaces, wash and disinfect desks and chairs, clean dry erase and/or chalkboard trays, mop classrooms; weekly and periodically clean glass, dust baseboards, remove dust webs and disinfect light switches, door knobs and handrails.
13. Conducts on ongoing program of general maintenance, upkeep, and repair.
14. Keeps an inventory of supplies, equipment, and fuel on hand and requisitions needed replacements.
15. Complies with local laws and procedures for the storage and disposal of trash, rubbish, waste, and cleaning supplies.
16. Knows and follows all safety rules and proper procedures associated with the responsibilities of the job.
17. Represent the school and promote good will and understanding between faculty, staff, students, and community.
18. Assists with set-up for "special events."

19. Opens and closes building, and cleans up as needed for “special” or community events.
20. Performs other work-related duties as assigned.

**PHYSICAL DEMANDS:** This job may require lifting of objects that exceed 50 lbs., with frequent lifting and/or carrying of objects weighing up to 25 lbs. Other physical demands that may be required are as follows: lifting, carrying, pushing and/or pulling; climbing and/or balancing; stooping, kneeling and/or crawling; reaching; talking; hearing; seeing.

**VOCATIONAL PREPARATION:** The specific vocational preparation may come from any of the following: vocational education; apprentice training; on-the-job training; 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 making 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.

**GENERAL REQUIREMENTS:** 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.