



**TITLE:** Custodian

**QUALIFICATIONS:**

1. High School diploma or equivalent
2. Previous experience recommended
3. Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

**RESPONSIBLE TO:** Superintendent, or designee

**FUNCTION:** To perform custodial maintenance duties, including dusting, mopping, vacuuming and shampooing carpets, cleaning and restocking restrooms

**RESPONSIBILITIES:**

1. Keep building and property clean and orderly condition
2. Perform routine maintenance activities
3. Sweep, mop, scrub or vacuum floors
4. Gather and empty trash
5. Scrub, sanitize and supply restrooms
6. Dust furniture, wall and equipment
7. Clean windows, mirrors, and partitions with soap and other cleaners
8. Mix cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions
9. Clean and polish fixtures and furniture
10. Manage inventory of cleaning supplies
11. Perform maintenance and minor repairs (replacing light bulbs, fixing door handles, minor leaks, etc)
12. Clean door knobs and other common spaces such as shared tables, telephones, copiers, faucets, toilet handles, toilet paper dispensers and paper towel dispensers on a daily basis
13. Report major damages to Superintendent
14. Other duties as assigned

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Attention to detail and conscientiousness
2. Knowledge of safe disposal of chemical liquids and other hazardous components
3. Knowledge of standard cleaning procedures
4. Experience with using cleaning equipment, including vacuum cleaners
5. Ability to lift heavy objects
6. Communication skills

**TERMS OF EMPLOYMENT:** To be determined by the Ohio Valley ESC Superintendent and Board.

**EVALUATION:** Performance will be evaluated with provisions of the OVESC's policy.