

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Other Maintenance Personnel **Job Code:** 81050
Job Classification: 18 Service Workers **EEO Line:** 52
Job Class Category: Educational Support Personnel **Job Description Supplement Code:** 8
Reports to: Head Custodian, Principal or Department Director **Salary Locator:** Classified Schedule

PCSD position that falls under this description is a Custodial Assistant.

SUMMARY:

Assists custodians in maintaining offices or similar school buildings (interior and exterior) in a clean and orderly condition. Custodial assistants may work 4 or 8 hours days.

QUALIFICATIONS:

- (1) High School Diploma or General Education Degree (GED)
- (2) Satisfactory criminal background check
- (3) Prior custodial experience preferred

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resource leave system and Skyward inventory system (if applicable).
- (3) Ability to function as a member of a harmonious, efficient, highly productive team. Use problem solving and interpersonal skills to motivate self and others.
- (4) Maintain high degree of initiative and dependability.
- (5) Ability to perform a variety of housekeeping tasks.

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Cleaning, including but not limited to dusting, sweeping, mopping, scrubbing, and vacuuming, stairs and office/classroom space.
- (2) Empties household trash
- (3) Perform other upkeep-related activities, including pressure washing, light painting, and moving of furniture as directed
- (4) Perform other incidental tasks consistent with the goals and objectives of this position as directed by Head Custodian, Principal or Department Director.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

June 2005
Amended: May 20, 2014