

**CABELL COUNTY PUBLIC SCHOOLS  
JOB DESCRIPTION**

**Position Title:** CUSTODIAN – SECOND PERSON  
**Reports To:** Head Custodian and Building Administrator  
**Salary Schedule:** C55 - C59  
**Employment Term:** 240 days

**Minimum Education, Knowledge, Skills, or Abilities Required:**

1. High School Diploma or GED
2. Must pass WV Department of Education Competency Test for Custodians
3. Must be able to comprehend written and verbal instructions and must possess sufficient mathematical skills to make proper dilutions when mixing cleaning compounds.
4. Must have a basic conception of the responsibility involved in custodial work
5. Must be able to operate various floor scrubbing machines, buffers and vacuum cleaners and perform minor maintenance.
6. Must be able to work evenings or nights after school is dismissed. Flexible Schedule.
7. Must be able to operate HVAC, Fire Alarm, Security and Water Systems
8. Must work as part of a team and have the ability to develop and maintain effective working relationships with others. Display tact and patience when dealing with complaints and inquires.
9. Must have an outstanding attendance record with few absences
10. Must be willing to supervise other Custodians as directed by Head Custodian and Building Administrator

**Minimum Physical Requirements:**

1. Must be able to lift, push, or pull objects which weigh up to 10 lbs constantly, 11-75 lbs frequently, and 76-100 lbs occasionally.
2. Physical demands include stooping, bending, and squatting.
3. Ability to work safely from a ladder
4. Ability to work in unusual or extreme elements, such as extreme temperatures, dirt, dust, fumes, smoke unpleasant odors, and/or loud noises.
5. Ability to stand or walk for a minimum of 8 hours a day

**Essential Functions of Job:**

1. Daily sweep, dust, mop, vacuum, wax or buff the areas of the building as assigned, includes cleaning windows.
2. Daily clean and sanitize all plumbing fixtures and drinking fountains in assigned area. Replace supplies in bathrooms as needed.
3. Daily remove all waste and trash from assigned area.
4. Mow grass as assigned. Sweep sidewalks and remove debris from grounds as required and remove snow from walks and/or sidewalks as necessary when instructed to do so by immediate supervisor. Includes providing essential services on snow days or on days of school closings.
5. Prepare rooms for meetings and/or functions scheduled. Cooperate, assist, and be readily available to groups renting the facilities.
6. Make minor repairs and report needed repairs or problems encountered to his/her immediate supervisor. This may require leaving a written message to his/her immediate supervisor. Make suggestions for building and grounds improvements.
7. Supervise the use and storage of hazardous materials and supplies.
8. Ensure the security of buildings, materials and equipment.
9. Maintain every effort to conserve all utilities.
10. Assist the Head Custodian to insure the distribution of verbal and written instruction to custodial staff.
11. Practice good safety habits. Promote the safety, health, and comfort of students and employees.
12. Assist the Head Custodian to insure assigned jobs are completed by custodial staff.
13. Provide input into performance evaluations and/or plans of improvement of custodians and substitutes assigned to building.
14. Maintain and upgrade skills and participate in in-service training as directed.
15. Perform other duties as may be assigned by his/her immediate supervisor.