



## GRANT COUNTY SCHOOLS

204 Jefferson Avenue  
Petersburg, WV 26847  
304-257-1011/FAX 304-257-2453

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### JOB DESCRIPTION

#### JOB TITLE: Custodian III

##### Qualifications:

- High School Diploma or GED
- Hold or qualify for Custodian Classification according to WV Code
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

##### Reports to:

1. School Principal and/or Facilities Director

##### WV Code:

Custodian III: a person employed to keep buildings clean and free of refuse, to operate the heating or cooling systems and to make minor repairs

##### The custodian shall:

1. Maintaining positive work habits.
2. Performing duties efficiently and productively.
3. Maintaining and/or upgrading skills.
4. Maintaining and/or improving personal qualities.
5. Perform their duties as assigned by principal/director.

### PERFORMANCE STANDARDS

##### Maintaining positive work habits

1. Observation of work hours.
2. Attendance (in terms of general consistency and reliability - failure to come to work or provide proper notification of absences shall be considered willful neglect of duty)
3. Compliance with rules.
4. Safety practices.
5. Meeting schedules.
6. Accepting change.
7. Appearance of work area.

8. Initiative.
9. Attitude.

Performing duties efficiently and productively

1. Work judgments.
2. Planning and organizing.
3. Quality of work.
4. Accepting responsibility.
5. Following instructions.
6. Efficiency under stress.
7. Work coordination.

Maintaining and/or upgrading skills

1. Knowledge of work.
2. Job-related training.

**DUTIES/RESPONSIBILITIES**

- Keeps buildings and premises, including sidewalks, driveways, and play areas neat, clean, and free of litter at all times;
- Disinfects all water fountains, floors in the restrooms, commodes, urinals, and sinks;
- Washes all windows on both the inside and outside;
- Performs ground keeping duties as assigned;
- Maintains all floors in a clean and attractive condition, including regular waxing, and in a good state of preservation;
- Secures all windows and doors, turns off all lights (except emergency lights), and arms any alarm systems at the end of each day;
- Regulates heat, ventilation, and air conditioning systems to provide a temperature appropriate to the season and to ensure economical usage of fuel, water, and electricity;
- Performs minor maintenance repairs. Reports any major repairs to the principal;
- Moves furniture or equipment within the buildings as required for various activities and as directed by the principal;
- Remains on the school premises during the school hours and during non-school hours when the use of the building has been authorized and his/her attendance has been required by the principal. The custodian is responsible for having the building ready for any night activities and any other activities which are regularly held at the school;
- Conducts an ongoing program of general maintenance, upkeep, and repair;
- Performs supportive duties such as:
  - Displays Flag (state and country);
  - Flies Flag at half-staff, when authorized;
  - Inventories supplies;
  - Reports safety hazards within building;
  - Stores equipment;
  - Services carpeted areas;
- Maintains an inventory of supplies and equipment and informs the head custodian or principal of needs in advance so as not to hinder the continued performance of the assigned duties;
- Complies with all state and county policies;
- Corrects minor safety hazards when observed and/or immediately refers major safety hazards to building supervisor;
- Maintains confidentiality, unquestionable integrity;
  - Maintains positive work habits;
  - Performs duties efficiently and productively;
  - Maintains and/or upgrades skills;
  - Promotes and maintains positive pupil-staff-community relations;
  - Adheres to Employee Code of Conduct as outlined in Grant County Schools policy;
  - Maintains regular attendance; and
  - Performs duties as assigned by the immediate supervisor(s).