



BUFORD CITY SCHOOLS

CUSTODIAN

Employment Terms

- 252 days

Reports To

- Principal / Head Custodian

Required Training and Experience

- None

Primary Function

- The Custodian has duties to provide building maintenance and cleanliness and to support classroom and administrative operations.

Responsibilities/Duties

- Sweeps, mops, waxes, and dusts.
- Washes/cleans windows, walls, floors, dry erase boards, chalkboards and furnishings.
- Picks up paper and other debris, empties and cleans trash receptacles.
- Waters plants, cleans planter boxes, and performs minor trimming and weeding.
- Rearranges and moves furnishings, transports and delivers educational supplies.
- Operates vacuums, floor machines, buffers, and carpet cleaning equipment.
- Participates in professional learning.
- **Performs other duties as assigned.**



BUFORD CITY SCHOOLS

HEAD CUSTODIAN

Employment Terms

- 252 days

Reports To

- Principal or Designee

Required Training and Experience

- Custodial Experience

Primary Function

- The Head Custodian has the consistent responsibility for building maintenance and cleanliness.

Responsibilities/Duties

- Models a positive work ethic and punctuality.
- Works with custodians, faculty, administration, and city employees.
- Acts as liaison between administration and custodial staff.
- Demonstrates flexibility in scheduling work hours to insure custodial requirements are met.
- Covers for any member of team and is accessible to work early, late, and be on call as needed.
- Participates in job-related professional learning.
- Demonstrates professionalism and pride in facilities.
- Organizes supply needs and requests.
- Organizes projects and assignments as requested by the administration, faculty, or city employees.
- Maintains high morale and positive relationships with fellow custodians.
- Accepts responsibility of leading custodial staff.
- Develops an understanding of the operation of facilities and equipment.
- Participates in and/or provides job related training.
- **Performs other duties as assigned.**