

Custodian Job Description

APPROVED

APR 07 2025

G C SCHOOL BOARD



Job Purpose

- Responsible for performing routine cleaning, sanitation, minor maintenance, and grounds-keeping duties necessary to provide a safe, attractive, comfortable, and efficient environment for educational programs.
- Supports the instructional mission of the school by maintaining facilities in a condition that promotes health, safety, and operational readiness.

Knowledge, Skills and Abilities

- Knowledge of modern cleaning methods, disinfectants, and proper sanitation procedures.
- Knowledge of workplace safety practices, including proper handling of chemicals and understanding of Safety Data Sheets (SDS) and OSHA guidelines.
- Ability to operate and maintain custodial equipment such as floor buffers, scrubbers, wet/dry vacuums, carpet extractors, and lawn equipment.
- Ability to follow written and oral instructions and communicate maintenance or repair concerns clearly.
- Ability to read labels, safety instructions, and work orders.
- Basic mathematical skills for inventory and supply management.
- Organizational and time-management skills to complete assigned tasks efficiently.
- Ability to establish and maintain cooperative working relationships with students, staff, and the public.
- Ability to climb ladders, lift and move heavy objects, and perform repetitive physical tasks.
- Demonstrates dependability, initiative, and professionalism.

Minimum Qualifications

- High School Diploma or GED preferred.
- Any combination of education and experience that provides the required knowledge and skills for successful job performance.
- Previous custodial or maintenance experience preferred but not required.
- Valid driver's license with the ability to qualify under the district's insurance carrier when operating a district vehicle.
- Must successfully pass a criminal background check and fingerprinting as required by Mississippi Code § 37-9-17.
- Physical ability to lift, carry, push, and move heavy materials and equipment as required by the position.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Sweep, mop, scrub, wax, and vacuum floors using appropriate equipment.
- Clean and disinfect restrooms, drinking fountains, classrooms, offices, and high-touch surfaces.
- Wash walls, windows, whiteboards, and woodwork as needed.
- Empty trash and recycling containers and dispose of waste in accordance with local procedures.
- Dust, polish, arrange, and move furniture and equipment as needed.
- Assist with setup and breakdown for assemblies, meetings, athletic events, and community functions.
- Perform minor building and equipment repairs within scope of ability and report major repair needs to the supervisor.

- Maintain the exterior of the building and campus by removing litter, mowing, trimming shrubs, edging walkways, and performing basic lawn care.
- Monitor and maintain inventory of cleaning supplies, equipment, and materials; requisition replacements in a timely manner.
- Use district vehicles to pick up supplies or deliveries when assigned.
- Comply with laws and district procedures for storage and disposal of trash and hazardous materials.
- Assume responsibility for opening and closing the building, ensuring doors and windows are secured and lights are turned off appropriately.
- Remain on school premises during assigned hours and when required for authorized building use.
- Perform other custodial duties as assigned by the immediate supervisor.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission

Reports to: Building Administrator and/or Maintenance Director

Supervises: Designated School Janitors

Terms of Employment: 240 Days / At Will

FLSA Status: Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature
	Date