



# SELMA CITY SCHOOLS

OFFICE OF THE  
SUPERINTENDENT

300 WASHINGTON ST.  
P. O. BOX F  
SELMA, AL 36702-0318  
(334) 874-1600

## **JOB DESCRIPTION**

**Position Title:** Custodian

**Department or Unit:** School or Building Assignment

**Reports To:** Principal or Head Custodian

**Supervises:** None

**Job Summary:** Performs custodial maintenance for a school or other building location.

### **Typical Duties:**

1. Participates in the general cleaning and maintenance of school and administrative buildings by proper attention to the area to which assigned.
2. Informs Head Custodian of supplies, equipment, and other cleaning needs.
3. Secures general area in which working.
4. Reports any observed irregularities or hazardous conditions to the head custodian.
5. Utilizes economically and efficiently custodial supplies and materials.
6. Sweeps, scrubs, waxes, and seals floors; vacuums and shampoos carpet areas.
7. Cleans walls and woodwork; removes markings and stains.
8. Cleans window shades, venetian blinds, and windows.
9. Cleans lighting fixtures and replaces defective lamps and bulbs.
10. Empties and cleans ashtrays and waste paper baskets.
11. Cleans floors in school cafeteria and lines up tables.
12. Removes litter and debris from grounds; removes litter and weeds from under and around fences; weeps and hoses sidewalks.

13. Cleans and sanitizes toilet rooms.
14. In the presence of students, displays personal conduct which sets an example for students to emulate.
15. Performs other duties as required.

**Minimum Requirements:**

1. Ability to follow instructions.
2. Good health and ability to lift heavy objects.

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I have received and read my job description, and I fully understand and accept the duties and responsibilities of my position.

\_\_\_\_\_  
Custodian's Signature

\_\_\_\_\_  
Date

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