



EMPLOYEE NAME: _____

Revised: 10/12; 8/17; 6/18; 1/19

JOB DESCRIPTION

POSITION TITLE: Custodian, 21st Century Community Learning Center Grant	JOB CODE: A830
DIVISION: Operational Support	SALARY SCHEDULE: N/A
DEPARTMENT: Maintenance Services	WORK DAYS: As needed
REPORTS TO: Program Director, 21 st Century Community Learning Center Grant	PAY GRADE: N/A
FLSA: Non-Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Follows schedule for cleaning assigned building area.	

REQUIREMENTS:

1.	Educational Level: None
2.	Certification/License Required: None
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; medium to heavy physical demands; occasional lifting of objects weighing up to 75 pounds
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Cleans specified areas of building as designated.
3.	Cares for school grounds as directed.
4.	Changes light bulbs in ceilings up to 10 feet in height.
5.	Performs other duties as assigned by appropriate designee.

Note: Position will be funded through the Georgia Department of Education 21st Century Community Learning Center Grant and may be eliminated when the grant expires.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____