

Custodian

A complete application includes all application materials, proof of education and two supervisory references.

Applicants must submit all required materials in a timely fashion.

Description:

This job consists of routine work to maintain the cleanliness of an assigned facility and grounds. An employee in this class, under the supervision of an administrator or manager, receives general direction and leadership from a day or night custodial supervisor. This employee performs cleaning and maintenance functions on the day or evening shift. Work is evaluated through observation while work is in progress and by inspection of completed assignments.

Essential Job Functions:

- Performs building inspections to ensure building security
- Cleans buildings by sweeping, dusting, mopping, scrubbing, sealing, buffing, washing rooms, vacuuming, washing surfaces, etc.
- Performs ground maintenance by mowing, watering, sweeping and weeding
- Moves and stores furniture and equipment
- Removes snow and ice
- Ability to pick up and carry 65 pounds
- Requires extensive walking, stooping, pushing, carrying, climbing, bending and lifting
- Must be available for emergency calls

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

Examples of Work:

- General building maintenance: clean bathrooms, dust, wash windows, scrub walls, clean furniture, fill dispensers, move furniture, wash chalkboards and clean trays, assist in the cafeteria, replace light bulbs and neon tubes, remove gum, clean drinking fountains, clean trash cans, make minor repairs, check and clean equipment, open and secure building
- Floor maintenance: pick up trash from floors, remove gum, vacuum, sweep, dry and wet mop, scrub, wax and buff
- Outdoor maintenance: pick up lawn debris, shovel snow, cut grass, clean sidewalks, operate grass-cutting equipment
- Operate cleaning equipment: vacuum cleaner, scrubber, buffer, wet and dry mops, brooms
- Perform other duties as assigned.

Minimum Qualifications:

Applicants must meet all of the qualifications, listed herein, to be considered for the vacancy. Use the application, cover letter, and resume to **specifically** address each qualification.

Education:

Completion of the 9th grade (**must scan and upload diploma or transcript to the online application**). Foreign credentials must be translated into English. All foreign credentials which have not been evaluated, will receive credit no higher than 9th grade.

Experience:

Some experience in general cleaning of buildings and grounds is desired but not required.

Physical Requirements:

- Ability to hear the normally spoken word at 25 feet
- Ability to work outdoors under adverse weather conditions
- Ability to climb ladders and stairs
- Ability to pick up and carry 65 pounds
- Ability to stand for prolonged period of time

Required Knowledge, Skills and Abilities:

- Working knowledge of cleaning materials and equipment
- Knowledge of the English language so as to understand operating instructions for cleaning equipment and materials and safety and accident prevention
- Ability to communicate effectively in writing and orally
- Ability to hear the normally spoken word at 25 feet
- Ability to work outdoors under adverse weather conditions
- Ability to climb ladders and stairs
- Ability to pick up and carry 65 pounds
- Ability to operate cleaning and grass-cutting machines
- Ability to stand for prolonged period of time
- Ability to willingly attend and participate in training sessions
- Ability to learn and practice acceptable cleaning methods
- Ability to willingly acquire skills in the operation of cleaning and grass-cutting machines used in the assigned facility and to be a self-starter
- Interact positively with students, administrators, co-workers, parents and community.

Salary:

This is a 12-month position, Salary Grade 2 on the Custodial Salary Scale in the AFSCME Master Agreement (<https://www.hcpss.org/f/employment/esp-agreement.pdf>) \$14.93 to \$25.05 per hour (Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System). **Under the Fair Labor Standards Act, this position is not exempt from overtime.**

Application:

A complete online application and all application materials, including **two** reference surveys, must be submitted to be considered. **Internal candidates must have a minimum of one reference from a current supervisor from within HCPSS.**

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- All related experience
- Dates of employment
- Names of direct supervisors
- High School diploma/transcript or College diploma/transcript

For questions regarding this vacancy, please contact:

Laurie Watts
Recruitment Specialist
Office of Human Resources
(410) 313-1521
Laurie_Watts@hcpss.org

Additional Information:

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Pre-employment Physical:

The person selected for this position must meet all requirements of the physical examination administered by a medical service selected by the Howard County Department of Education.

Employee Safety:

This employee is responsible for the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is

responsible for using safe practices and methods in the operation and supplies related to their job.

The employee is further responsible for correcting any conditions within the building or grounds that may be hazardous to employees, students, or staff assigned to the building and reporting same to the appropriate administrator.

Only applicants who submit all of the requested information by the closing date of the vacancy will be considered for this position.

Equal Opportunity Employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.