



Little Rock School District

JOB DESCRIPTION

Position Title: Custodian (9.25 Month)

Prepared Date: 12/01/2021

JOB GOAL:

To maintain the facility and grounds in a condition of operating excellence, cleanliness, and safety so that full educational use of the facility may be made at all times.

TERMS OF EMPLOYMENT:

Nine and one-fourth (9.25) month (184 days) contract, eight (8) hour day, Pay 802 Grade 01, plus Benefits Package.

NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Ability to understand and follow directions.
2. Ability to work with others.
3. Ability to deal courteously with the public and maintain working relations with staff members.
4. Dependable and able to assume responsibility.
5. Good physical health.
6. Neat and clean in appearance.
7. Ability to care for tools and materials.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Responsible for cleanliness and safety, of assigned areas.
2. Assists others in maintaining the entire building and grounds.
3. Responsible for doing yard work assigned.
4. Responsible for cleaning windows.
5. Maintains floors, baseboards, etc., to an acceptable standard.
6. Maintains a sanitary cafeteria in cooperation with the cafeteria staff.
7. Follows the instructions of the head custodian or his/her designee.
8. Performs other duties that may be assigned from time to time by the head custodian.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.



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Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.



Little Rock School District

JOB DESCRIPTION

Position Title: Custodian (12 Month)

Prepared Date: 11/30/2021

JOB GOAL:

To maintain the facility and grounds in a condition of operating excellence, cleanliness, and safety so that full educational use of the facility may be made at all times.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Eight (8) hour day, Pay 802 Grade 01, Plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

FLSA: Non-Exempt

QUALIFICATIONS:

1. Ability to understand and follow directions.
2. Ability to work with others.
3. Ability to deal courteously with the public and maintain working relations with staff members.
4. Dependable and able to assume responsibility.
5. Ability to care for tools and materials.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Responsible for cleanliness and safety, of assigned areas.
2. Assists others in maintaining the entire building and grounds.
3. Responsible for doing yard work assigned.
4. Responsible for cleaning windows.
5. Maintains floors, baseboards, etc., to an acceptable standard.
6. Maintains a sanitary cafeteria in cooperation with the cafeteria staff.
7. Follows the instructions of the head custodian or his/her designee.
8. Performs other duties that may be assigned from time to time by the head custodian.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:



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While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.