JOB DESCRIPTION

POSITION TITLE: Custodian, 21st Century Community Learning Center Grant  
JOB CODE: A830

DIVISION: Operational Support
DEPARTMENT: Maintenance Services
REPORTS TO: Program Director, 21st Century Community Learning Center Grant
FLSA: Non-Exempt
PRIMARY FUNCTION: Follows schedule for cleaning assigned building area.

REQUIRMENTS:
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 ________________