



108 Washington Street • P.O. Box 1724
Cumberland, MD 21502-1724
301-759-2000
www.acpsmd.org

2020-62

POSITION: Custodian Full-Time
All shifts 1st, 2nd, 3rd, Occasional weekends

DEPARTMENT: Operations

REPORTS TO: Principal and Head Custodian

SALARY: Unit III Salary schedule

OVERVIEW OF POSITION: The custodian is responsible for providing custodial care and ensures that the building and grounds are clean, safe and well maintained.

QUALIFICATIONS: Applicant should possess the following skills, knowledge and abilities in order to meet the minimum requirements for this position:

- A demonstrated willingness to perform all aspects of the custodial position with a high degree of self-motivation.
- A high school diploma or a GED, be able to read and comprehend routine written instructions and directions, and be able to do basic mathematics.
- Must be able to routinely lift objects such as student desks, chairs or boxes weighing up to 50 pounds.
- Must be able to assist with lifting or moving objects over 50 pounds, such as teacher desks, furniture, equipment and file cabinets.
- Must be able to climb a ladder in the performance of routine duties.
- Must be able to perform work and routine maintenance on boilers and enter enclosed spaces without reservations.
- Must be able to work cooperatively or independently with minimum supervision.
- Must be capable of performing the essential duties of the position with or without reasonable accommodations.

ESSENTIAL JOB FUNCTIONS:

- Perform routine duties such as vacuuming, cleaning, and shampooing rugs and carpets, sweeps, mops, strips, scrubs, waxes and polishes floor surfaces, and washes and cleans windows, venetian blinds and walls, in all areas of the facility.
- Operates and maintains cleaning machines, lawn equipment, snow-removal equipment, as well as a variety of hand tools.
- Cleans, disinfects and deodorizes toilet facilities.
- Replaces light bulbs, soap, hand towels, deodorizers and toilet tissue, as needed.
- Cleans and/or polishes water fountains, mirrors, furniture, ledges and woodwork.
- Removes stains from a variety of surfaces, such as drapes, rugs, walls, floors, and fixtures by use of chemical and cleaning solutions.
- Removes litter, scrap and trash from premises and deposits in a central pick-up container.
- Routinely paints as necessary.
- Notes condition of facility and is responsible for security within the building and the grounds.
- Maintains and operates HVAC systems throughout the facility, i.e. replaces filters and worn belts, and greases appropriate equipment as necessary.
- Performs other duties as assigned.

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PREFERRED KNOWLEDGE, SKILLS AND EXPERIENCE:

- A general aptitude for and ability to perform routine maintenance functions.
- Previous work experience as a custodian or in a related area.

PROCEDURES FOR FILING APPLICATIONS

Anyone who does not have an online application on file must complete an application by visiting www.acpsmd.org and click the Job Opportunities tab to apply or for more information.

**Online applications must be received/completed no later than
11:59 p.m., Friday, July 24, 2020**

Today's Date: July 15, 2020

In accordance with state law, anyone hired who will have contact with our school children, must be fingerprinted and submit to a criminal background investigation

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