

Brunswick County Schools

Official Job Description

TITLE: CUSTODIAN / BUS DRIVER

PRIMARY FUNCTION: An employee in this class performs routine, manual work cleaning and maintaining buildings. The employee performs recurring tasks in accordance with established practices and cleaning schedules. When problems arise, an employee in this class will refer them to a lead worker or supervisor. Errors will be revealed by inspection of work and are not likely to result in loss of time or resources. Supervision is direct with frequent inspections to assure completion of assignments in accordance with instructions and standards of cleanliness. Effective March 15, 2023, any employee hired into this position will serve as a substitute bus monitor on an as needed basis when a regular bus monitor is unavailable until receipt of bus driving credentials. Once bus driving credentials are received, the employee will serve as a substitute bus monitor or substitute bus driver on an as needed basis when a regular bus monitor or bus driver is unavailable.

QUALIFICATIONS:

License:

- Valid North Carolina driver's license required at hire
- Effective March 15, 2023, any employee hired into this position is required to obtain a Bus Driver's License within 6 months of hire date

Education:

- High School diploma or GED

Experience:

- One to two years of experience in a related field preferred
- Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job

ESSENTIAL FUNCTIONS:

- Scrubs, dust, sweeps, mops, vacuums, waxes, and polishes floors in rooms, hallways, and closets
- Dust and arranges furniture
- Washes windows, woodwork, walls, and other surfaces
- Scrubs and cleans restroom fixtures
- Replenishes tissue, towels, and soap in restrooms, kitchens, and classroom facilities
- Empties wastebaskets and other trash receptacles
- Locks and unlocks doors
- Sorts and stores material
- Reports to supervisor any damages, problems, or needed repairs
- Picks up paper and other trash in school buildings or on school grounds
- Turns heating and air conditioning equipment on and off as required (most systems are computer-controlled from Maintenance)
- Custodial staffing may be assigned to work at any Brunswick County Schools facility as needed
- Serves as a school bus driver and/or monitor as needed
- Performs a variety of other duties as assigned

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of:

- Use of computer for emails
- Basic landscaping and lawn maintenance equipment use and care
- Safety procedures, chemicals, and hazardous materials

Ability to:

- Be able to read and write; to understand verbal and written instructions in English; and to communicate with students, fellow employees, and department personnel
- Some skills in the use of small equipment used in routine cleaning
- Ability to understand and follow simple oral or written directions

Reviewed 2/2/22; Revised 3/15/2023; Revised 12/5/2024

Brunswick County Schools

Official Job Description

- Working knowledge of cleaning methods, materials, and equipment
- Some knowledge of procedures to operate heating and air conditioning equipment
- Ability to maintain positive working relations
- Solve maintenance and custodial problems effectively

Material and Equipment Used:

- Computer and peripheral equipment
- Scrubbers, buffers, various cleaning equipment, cleaning chemicals
- Pallet jack, hand truck, light truck, or other motor vehicle

REPORTS TO: Facilities Supervisor

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, bend, squat, stoop, or crouch. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 35 pounds. The employee must be able to work at heights and operate devices such as ladders, scaffolding, man-lifts, etc. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly exposed to moving mechanical parts; outdoor weather conditions. The employee is frequently exposed to wet and/or humid conditions.

TERMS OF EMPLOYMENT: 10 or 12 Months

SALARY GRADE: A

FLSA STATUS: Non-exempt

OSHA: A Custodian may handle human body fluids, biological agents, laboratory chemicals, or be exposed to hazardous materials such as noise, asbestos, or carcinogens.

ADA: The employer will make reasonable accommodations to enable individuals with disabilities to perform essential job functions in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.