CENTER GROVE COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION

Position Title	**Custodian 3rd Shift (8 hours)**
Building/Department	**Center Grove Operations Center/Maintenance**
Supervised & Evaluated By	**Assistant Director of Facilities/Building Lead Custodian**

Position Details:
Days Per Year: **260**
Hours Per Day: **8**

Employment Status:
- ☑ Full-Time Employment
- ☐ Part-Time Employment
- ☐ Temporary Employment
- ☐ Seasonal Employee

Benefit Level:
- ☐ **A Certified Administrators**
- ☐ **B Directors and Coordinators**
- ☑ **C Support Staff**
- ☐ **D "Other" (No Benefits)**
- ☐ **Bargaining Unit**
  Master Teacher Contract

FLSA Overtime Status:
- ☐ Exempt
- ☑ Non-Exempt

Job Description Updated:
9/2025

Minimum Qualifications and Credentials Required:

- High School Diploma or General Education Degree (GED)
- Custodial and light maintenance experience preferred

Essential Functions:

- Assumes custodial work assignment for their shift
- Ensures the safety, health, security and comfort of all students, staff and visitors to the building at all times
- Keeps building and premises, including sidewalks, driveways and play area, neat and clean at all times
- Shovels snow from walks and steps and applies ice melt or salt as needed. Operate a powered snow blower or ATV, if required
- Performs minor repairs and work order requests as directed by the Lead Custodian and/or building principal
- Reports major repairs and/or damage to school property to Lead Custodian, Assistant Director of Facilities and/or Facility Engineer immediately. Assists in securing safety of occupants and protecting premises against further damage
- Assists school cafeteria in general cleaning, trash removal and unloading deliveries as assigned
- Moves furniture or equipment for various activities as directed by the Lead Custodian and/or building principal
- Remains on school premises during school hours at other times when supervising building rentals
- Complies with all applicable laws and procedures for the correct use of personal protective safety

equipment; and for the proper handling and storage of cleaning chemicals, and disposal of trash, rubbish and waste
- Participates in training programs and/or corporation in-service training as required
- Performs other tasks and assumes other responsibilities assigned by the Lead Custodian, Assistant Director of Facilities and/or the building principal

Physical Requirements:

- Must be able to perform physical labor without restriction such as bending, lifting, stooping and carrying objects
- Must be able to walk and stand for extended periods of time
- Must be able to lift up to fifty (50) pounds
- Must be able to climb ladders and/or stairs and work at heights over three (3) feet
- Must be able to work outdoors in all weather conditions
- Must be able to operate manual and powered equipment without restrictions