

North Mobile County K-8 Custodial Schedule

Mrs. Waynema Ziebach

Work Schedule
(7:00 – 3:30)

Lunch
(11:00 – 11:30)

Break
(9:00 – 9:30 and 1:00 – 1:30)

Trash/Outside Area
8:00 – 8:30 am

- Lock the school building at the close of the school day (Thoroughly check all doors to make sure the school is secured).
- **All lights are to be turned off in classrooms at the end of the day.**
- Sweeps the hall by the office at least four times during the school day (mid-morning, afternoon, mid-afternoon, end of the workday); and as needed.
- Responsible for maintaining classrooms (Weaver, Koger, Mason), Elementary Computer Lab, Nurse's Station, Counselor Suites, Teacher's Lounge and Library.
- Sweeps/Mops/Bufs/Waxes designated areas when and as needed.
- Sweeps dust from vent covers daily.
- Closes all windows on the daily.
- Checks the outside of the building to see if all windows are cleaned
- Turns-in work and supply order for needed supplies
- Sweeps/Mops/Waxes/Buff designated floors when needed and baseboard/floor ledges as needed
- Wash entrance and exit floors and spot clean the walls.
- Sweeps, mops, waxes, and polishes floors, washes walls, windows and window ledges, and woodwork as needed
- Dusts, polishes furniture and equipment as needed
- Empties trash baskets and garbage cans;
- Replenishes restroom supplies, setting up rooms for meetings, conferences, and other events;
- Vacuums and clean rugs and carpets;
- Cleans designated outside areas: sidewalks, picks up paper
- Assists in making minor repairs to buildings and equipment;
- These duties are general and will consist of other duties assigned by the principal and/or her designee(s).