

**SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM**

CUSTODIAN

1. SERVICE DELIVERY

- _____ 1. Clean and inspect restrooms and locker rooms daily.
- _____ 2. Damp clean all windows, window ledges and furniture in all assigned areas daily.
- _____ 3. Perform routine high dusting of all rooms in scheduled areas.
- _____ 4. Spot mop and damp mop the hard surfaces of rooms and corridors daily.
- _____ 5. Vacuum and spot clean carpeted rooms and hallways daily.
- _____ 6. Maintain the inventory of custodial supplies, tools and materials for use in the facility.
- _____ 7. Assist in the supervision of the physical security of the building as it pertains to security lights, locking and unlocking the facility.
- _____ 8. Provide emergency clean-up for spills and mishaps throughout facility.
- _____ 9. Inspect, routinely, building lighting and daily relamping of light fixtures in all rooms.
- _____ 10. Assist in the operation of the facility HVAC systems as required.
- _____ 11. Assist in setting up for meetings and workshops on planning days.
- _____ 12. Conduct minor maintenance repairs assigned, within the knowledge and skill level of a custodian.
- _____ 13. Participate in any Casualty Prevention, tests and inspections that is an integral part of the facility.
- _____ 14. Patrol facility and grounds to pick up and prevent accumulation of litter daily.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 15. Participate in workshops and training sessions as required.
- _____ 16. Complete cleaning schedule for areas assigned, with the frequency requirements provided, and look for ways to improve the schedule.
- _____ 17. Inspect, routinely, areas of physical plant, and grounds for possible personnel and safety hazards and make reports to Principal or other responsible directors.
- _____ 18. Assist in the assignment, scheduling and training of the custodial assistant staff.
- _____ 19. Maintain a positive public relations attitude with all staff personnel and student body.
- _____ 20. Supervise the events in special cleaning programs and projects.
- _____ 21. Follow attendance and proper dress codes as required.

3. SYSTEM SUPPORT

- _____ 22. Assist with all matters relative to the cleanliness and safety for the facility.
- _____ 23. Prepare all required reports and maintain all appropriate records.
- _____ 24. Ensure that School Board policies and governmental regulations are being consistently applied to area of responsibility.
- _____ 25. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

CUSTODIAN (Continued)

- _____ 26. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 27. _____
- _____ 28. _____
- _____ 29. _____
- _____ 30. _____

5. ASSESSMENT AND OTHER SERVICES

- _____ 31. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 32. The accurate and timely filing of all school reports.
- _____ 33. The completion of required professional development services.
- _____ 34. _____
- _____ 35. _____

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I – Clearly Indicated
NE – Not Evident

INTERACTION DATES

Formal Observations

Informal Observations

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Date)

_____ (Signature of Evaluator / Date)