

TITLE: CUSTODIAN

Definition: Under general supervision, to perform routine cleaning work inside and outside of school buildings and to do related work as required.

QUALIFICATIONS:

1. High school diploma; Associate's Degree preferred
2. Strong written and oral communication skills required
3. Ability to establish and maintain cooperative relationships with students, parents, and staff
4. Ability to learn to use cleaning materials and equipment with skill and efficiency
5. Ability to perform heavy physical labor
6. Ability to understand and follow a work schedule
7. Ability to adjust work schedules to meet unusual conditions

REPORTS TO: Head Custodian - Building Principal
Custodian - Head Custodian

JOB GOALS: To provide a safe, clean, learning environment for students and staff, and to maintain general condition of buildings.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/punctuality
5. Timeliness in respect to deadlines
6. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. Working from a prepared work schedule, sweeps, scrubs, waxes, and polishes concrete, tile, and wood floors.
2. Cleans offices, nurse area, faculty rooms, classrooms, shop buildings, gymnasiums, libraries, recreation rooms, auditoriums, dining rooms, cafeterias, hallways, ramps, and stairways.
3. Cleans and dusts furniture, woodwork, hall lockers, etc.
4. Maintains fire extinguishers and other equipment.
5. Washes, scrubs, and disinfects restrooms and shower rooms.
6. Cleans windows.
7. Cleans drinking fountains.
8. Cleans and polishes metal work, such as door panels and hand railings.
9. Empties and cleans waste containers.
10. Assists in moving or rearranging chairs, tables, desks, furniture, and other equipment.
11. Replaces light globes.
12. Makes minor repairs or adjustments to school equipment.
13. Maintains equipment used in the course of work.
14. Removes snow from sidewalks and other areas as assigned.
15. Reports safety, sanitary, and fire hazards.
16. Collects trash, sweeps sidewalks, picks up trash outside of buildings.
17. Assists in the restoration of buildings and grounds during summer vacation.
18. Unlocks buildings and gates daily, as required.
19. Operates buffers, scrubbers, and vacuum cleaners.

20. Submits requisitions to maintain an adequate supply of materials.
21. Cleans up, boards, and/or calls for replacement of broken windows.
22. Picks up broken glass and other debris.
23. Removes graffiti.
24. Along with the principal, inspects buildings, equipment, and grounds and determines the work needed to maintain them.
25. Does minor maintenance.
26. Prepares reports as required.
27. Maintains storage area for equipment, materials, and supplies.
28. Performs routine grounds maintenance and gardening work; operates power-driven grounds maintenance equipment; does related work as required.
29. Maintains athletic fields and playground equipment.
30. Loads and unloads materials and equipment.
31. Carries out directions of immediate supervisor as a first priority.
32. Set up and tear down for special events.
33. Maintain HVAC and heating system throughout the building.
34. Conducts fire and tornado drills at direction of the principal.

TERMS OF EMPLOYMENT:

1. Twelve-month employee
2. Salary and benefits as per Board policy.

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of classified personnel.

ADOPTED: February 6, 1996
STAFF HANDBOOK: August 2002
August 2006