

Sunflower County Consolidated School District

Miskia Davis, Interim Superintendent

"United For Excellence"



JOB DESCRIPTION

TITLE: Custodian

QUALIFICATIONS:

- Demonstrates aptitude for successful fulfillment of assigned performance responsibilities
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- Good physical condition with ability to lift 25 pounds

REPORTS TO: Principal

SUPERVISES: N/A

JOB GOAL: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop

PERFORMANCE RESPONSIBILITIES:

- Keep buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times
- Regulate heat, ventilation, and air condition systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity
- Check daily to ensure that all exit doors are locked and all panic bars are working properly during the hours of building occupancy
- Sweep classrooms daily and dust furniture weekly
- Clean corridors during the day and after school each day
- Scrub and disinfect toilets and bathroom floors daily
- Clean all sanitary fixtures and drinking fountains daily
- Wash all windows on both the inside and outside at least twice each year, and more frequently if necessary
- Perform such yard chores, as grass cutting, tree trimming, etc., to maintain the school grounds in a safe and attractive condition
- Make minor building repairs
- Report major repairs needed and any damage to school property to the principal promptly
- Replace light bulbs as needed
- Assume responsibilities for opening and closing the building each school day determining before leaving that all doors/windows are secured and all lights, except those left on for safety reasons, are turned off
- Conduct an ongoing program of general maintenance, upkeep, and repair
- Store and dispose of trash, rubbish, and waste in compliance with local laws and procedures

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- Move furniture or equipment within buildings as required for various activities and as directed by the principal
- Attend in-service/staff development training
- Inform the principal of needed supplies, equipment, and requisitions in a timely manner so that custodian duties are not hindered
- Remain on school premises during school hours except during lunch
- Attend school functions during non-school hours when the use of the building has been authorized and services requested/needed
- Maintain a regular schedule of all motor and other mechanical equipment servicing
- Clean and repair equipment and furniture on timely available basis
- Paints walls and furniture if time permits
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

TERMS OF EMPLOYMENT: Salary and work year established by SCCSD School Board.

EVALUATION: Performance of this job will be evaluated bi-annually by the Superintendent.

Approved by: SCCSD School Board Date: _____

Reviewed and agreed to by: _____ Date: _____
(Employee)

_____ Date: _____
(Supervisor)