

TITLE: Custodian

QUALIFICATIONS: A Certificate of good health signed by a licensed physician.  
Demonstrated aptitude for successful completion of the tasks assigned.  
Must be able to lift a minimum of 50 lbs.  
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Supervisor and Principal

JOB GOAL: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.  
To adhere to the work schedule and assignments specified by the building principal and Director of Buildings and Grounds.  
To develop a systematic procedure whereby all responsibilities can be performed in a most efficient and effective manner.

PERFORMANCE RESPONSIBILITIES:

1. Keeps building neat and clean at all times.
2. Sweeps and cleans classrooms, locker room, and all other learning stations daily.
3. Sweeps and cleans corridors after school each day and during the day when their condition requires it.
4. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
5. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary. Washes main entrances and office area windows daily.
6. Keeps all floors in a clean and attractive condition and in a good state of preservation. Halls must be done at least twice a day, once in the morning and once in the afternoon.
7. Cleans all chalkboards and empties wastebaskets daily.
8. Makes such minor building repairs as he/she is capable of.
9. Reports major repairs needed promptly to the building supervisor.
10. Reports immediately to the building supervisor any damage to school property.
11. Remains on the school premises during school hours, and during nonschool hours when the use of the building has been authorized and his/her attendance required by the principal.

12. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
13. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
14. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
15. Assists in keeping the grounds free from rubbish and litter.
16. Assists with snow removal that is not handled by the maintenance staff.
17. Cleans up glass.
18. Provides for emergency replacement of broken windows.
19. Assumes responsibility for fire safety.
20. Changes light bulbs.
21. Keeps an inventory of supplies and equipment.
22. Performs all other assignments and responsibilities as directed.
23. Is courteous, thoughtful, considerate and neat at all times.
24. Wears uniform daily, while school is in session and for scheduled weekend work.
25. Communicates with building supervisor daily about supplies, problems, schedules, time off, etc.
26. Uses Custodial Procedures Manual as standards for upkeep of building.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the Board.

EVALUATION: Performance of the job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.