



- JOB TITLE:** Custodian
- DEPARTMENT:** Buildings and Grounds
- REPORTS TO:** Principal and Director of Buildings and Grounds
- CONTRACT:** Twelve month position. Salary and work year to be established by the Board.
- POSITION GOAL:** To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.
- QUALIFICATIONS:**
1. Certification of good health signed by a licensed physician.
 2. Ability to read basic operating instructions and write reports.
 3. Demonstrated aptitude for successful completion of the task assigned.
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Perform routine cleaning tasks throughout the school day, including sweeping, mopping, vacuuming, and dusting classrooms, hallways, offices, and common areas.
- Clean and sanitize restrooms regularly, ensuring adequate supplies (toilet paper, soap, paper towels) are maintained.
- Empty trash and recycling receptacles throughout the building and dispose of waste properly.
- Clean spills and accidents promptly and effectively.
- Maintain cleanliness of cafeterias, gymnasiums, and auditoriums before, during, and after use.
- Clean and disinfect high-touch surfaces (door handles, light switches, railings) frequently.
- Monitor and report any maintenance issues, such as plumbing problems, electrical malfunctions, or structural damage, to the appropriate personnel.
- Ensure all exits and entrances are clear and accessible.
- Assist with snow removal and ice treatment around entrances and walkways during inclement weather.
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Rev 11/2025



Custodian (continued)

- Be aware of and report any safety hazards or security concerns immediately.
- Assist with building lock-up and unlock procedures as directed by school administration.
- Set up and take down tables, chairs, and equipment for school events, meetings, and activities.
- Assist staff and students with moving furniture or supplies as needed.
- Respond to requests from school administration and staff in a timely and professional manner.
- Communicate effectively with students, staff, and visitors in a courteous and helpful manner.
- Monitor cleaning supply levels and notify supervisor when replenishment is needed.
- Maintain an organized and clean custodial closet.
- Properly use and maintain all cleaning equipment.
- All other duties as assigned.

EVALUATION: Performance of this position will be evaluated annually in accordance with provisions of the Board’s policy on Evaluation of Non-professional Personnel.

Signature of Employee

Date

Signature of Supervisor

Date