

Job Description

Job Title:	Custodian	Shift	6am – 3pm
Area	Blue		
Location:	Erskine Elementary	Supervisor	Principal
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Daily</p> <ul style="list-style-type: none"> • Turn on all building lights as required • Clean all rooms in blue areas • Clean all restrooms in blue area <ul style="list-style-type: none"> ○ Mop and Sanitize Floor ○ Clean all fixtures, counter tops, and mirrors ○ Check and refill all dispensers ○ Clean Partitions • Vacuum/Dust Mop hallways • Vacuum entrances • Clean cafeteria • Empty all trash from all areas in building • Clean Glass/Windows • General emergency clean up as directed (i.e., sickness, spills, etc.) <p>Every Other Day</p> <ul style="list-style-type: none"> • Gymnasium • Gym Office • Teacher's Lounge <p>As Needed</p> <ul style="list-style-type: none"> • Bleachers • Custodial rooms, Storage rooms, and Boiler room <p>Outside duties</p> <ul style="list-style-type: none"> • Mowing, trimming, and weed control • Snow Removal and/or salting <p>Continued on next page</p>			

Job Description

Yearly

- Summer Cleanup

As Needed

- General dusting

Any other additional temporary duties assigned by the principal or assistant director of facilities.

Note: When emergencies arise, the normal work schedule may be interrupted. Work duties may be altered to perform the duties of another area as directed by the principal or director of facilities.

JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties, I should discuss them with my immediate supervisor or the assistant director of facilities.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee Signature	Print Name	Date
Principal Signature	Print Name	Date
Director of Facilities	Print Name	Date
AFT Representative	Print Name	Date