

JOB TITLE:
Custodian

Locator Number 5.14

QUALIFICATIONS:

REPORTS TO:

Head Custodian and Building Level Principal

JOB GOAL:

To provide a pleasing environment for students and faculty by keeping the physical plant clean and safe at all times.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of cleaning methods, and equipment; ability to perform manual tasks requiring moderate physical strength; ability to operate mechanical cleaning equipment, mowers, weed-eaters, and blowers; ability to follow simple, oral, and written directions; successful work experience that can be verified by references and/or character references that can be verified.

PERFORMANCE RESPONSIBILITIES:

-Characteristic routine manual labor associated with the daily cleaning of buildings. Typical routine duties include, but are not limited to, dust mopping, sweeping, wet mopping, spray-buffing, vacuuming, dusting, applying floor finish, cleaning restrooms, removing trash, polishing furniture, and simple operation of basic mechanical cleaning equipment.

-Non-routine labor associated with the recurring (periodic) cleaning and maintenance of buildings. Typical non-routine work includes, but not limited to, stripping and refinishing floors, scrubbing floors with machines, vacuuming furniture, walls, and light fixtures, washing windows, walls, and light fixtures, vents, radiators, and waste receptacles, carpet cleaning/shampooing and any other related work as required or instructed.

-Responsible for care of grounds.

-Tasks done on a daily basis: Dust mop, sweep, vacuum all corridors/Hallways; clean water fountains (AM/PM if necessary); Restrooms (AM/PM): clean/disinfect sinks, clean/disinfect toilets/urinals, clean mirrors, wet mop floors, wash down stalls, empty trash containers, restock paper products and soap, clean vents; empty trash containers, remove from building; wet mop cafeteria floor; vacuum classrooms; clean and vacuum office areas; clean mats at all doorways; spot clean carpet; remove any graffiti in building; pick up trash/debris on campus.

-Tasks done on a weekly basis: spray buff all hard surface floors (preferably twice weekly); clean baseboards; clean walls as needed; clean windows; relamp light fixtures and exit lights.

-Responsible for any other duties assigned by the Head Custodian and Principal.

TERMS OF EMPLOYMENT:

Ten, eleven, or twelve-month year; salary and work year to be established by the board.

EVALUATION:

Job performance is evaluated annually by the Head Custodian with input from Principal and Maintenance Department.