

BROOKFIELD PUBLIC SCHOOLS
JOB DESCRIPTION

SCHOOL CUSTODIAN

GENERAL STATEMENT OF DUTIES

Responsible for the cleaning general upkeep, repair and maintenance of the area of the school building to which he/she has been assigned.

SUPERVISION RECEIVED

Works under the immediate supervision of the Head Custodian and/or night lead custodian as well as the building administrator.

SUPERVISION EXERCISED

Generally none, except as directed by the building administrator, Supervisor of Building and Grounds or the Head Custodian.

JOB GOAL

Provide staff and students with a safe, attractive, comfortable, and clean environment.

EVALUATION

Performance will be evaluated annually in accordance with provisions of the Board of Education's policy on Evaluation of Non-professional Personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

(List is not all inclusive)

1. Maintains the building area to which he/she has been assigned assuring that it is neat and clean at all times.
2. Shovels, plows, and/or sands walks, driveways, parking areas, and steps, as directed.
3. Raises the United States flag prior to the opening of school each day and lowers it each afternoon before sundown.
4. Makes minor building repairs as necessary or directed. ie: Replace ceiling tiles, light tubes, etc.

5. Reports any damage of school property or major repairs needed to the head custodian immediately.
6. Conducts an ongoing program of general maintenance, upkeep, and repair which may include dusting furniture, sweeping and mopping classroom and corridor floors, scrubbing and cleaning lavatory floors and fixtures and drinking fountains, cleaning chalkboards, washing windows, etc.
7. Moves furniture or equipment within building as required for various activities as directed by the head custodian or building administrator.
8. Process and store as needed, all deliveries made to the school.
9. Will be re-assigned as necessary to accommodate after school functions, short staffing, storm days, etc.
10. Any other such duties involved in the overall upkeep of the building as may be assigned by the head custodian, Supervisor of Buildings and Grounds or building administrator.

KNOWLEDGE, SKILLS, CAPACITIES

Demonstrated aptitude for successful completion of the tasks assigned.

TERMS OF EMPLOYMENT

Salary, work year, and benefits as established and agreed to between the Brookfield Custodial Association and the Board of Education.