

**CANTON PUBLIC SCHOOL DISTRICT  
JOB ANNOUNCEMENT**

**CUSTODIAN**

**SKILLS, KNOWLEDGE, QUALIFICATIONS AND EXPERIENCE:**

- Demonstrated aptitude for successful performance of the responsibilities listed below
- Good Physical condition with ability to lift 25 pounds

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Keep building and premises, including sidewalks, driveways neat and clean at all times.
- Regulate heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, electricity.
- Shovels, plows, and/or sands walks, driveways, parking areas, and steps.
- Check daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Sweep classrooms daily and dust furniture.
- Raise the United States flag at or before 8:00 a.m. on each school day and lower it at or before 3:30 p.m.
- Clean corridors after school each day and during the day when conditions require.
- Scrub, hose down, and disinfect toilets, floors and clean all sanitary fixtures and drinking fountains daily.
- Wash all windows inside and outside as needed.
- Keep the grounds free from rubbish.
- Perform such yard chores as grass cutting, tree trimming, etc.
- Keep all floors in a clean and attractive condition and in a good state of preservation.
- Make such minor building repairs as he is capable.
- Report major repairs promptly to the director.
- Maintain on a regular schedule all motor and other mechanical equipment requiring scheduled servicing.
- Report immediately to the director any damage to school property.
- Remain on school premises during school hours or non-school hours when the use of the building has been authorized and his/her attendance is required by the director, except for his appointed lunch break.
- 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 off.
- Keep an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements form the secretary far enough in advance so that they may be delivered in such time needed.
- Conduct an ongoing program of general maintenance, upkeep, and repair.
- Move furniture or equipment within buildings as required for various activities as directed by director.
- Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
- Conduct periodic inspections and test of all electrical installations in the school to insure their safe conditions.
- Perform other duties as assigned by the Director or designee.

**REPORTS TO:** Principal, Supervisor of Maintenance, or designee

**EMPLOYMENT STATUS** Non-Exempt

**LENGTH OF EMPLOYMENT:** 9 Months or 12 Months

**SALARY:** Based on School District Salary Schedule

**CLOSING DATE:** Open until filled

<p><b>The Canton Public School District does not discriminate on the basis of age, disability, gender, national origin, color, race, or any other protected category and is an Equal Opportunity Employer.</b></p>
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