

**TITLE:** Custodian/PT (part time)

**QUALIFICATIONS:**

1. Ability to read, understand, and follow through on written instruction and directions
2. Ability to understand and follow oral directions
3. Ability to operate cleaning and grass cutting equipment (for example: floor buffer, heavy duty vacuum cleaner, lawn mower, etc.
4. Ability to lift objects weighing up to 75 pounds; climb ladders, and do overhead work
5. **Ability to work evening hours**

**REPORTS TO:** School Principal/Head Custodian

**SUPERVISES:**

**JOB GOAL:** To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop

**PERFORMANCE RESPONSIBILITIES:**

1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times
2. Clears walkways of snow and ice
3. Assumes responsibility for the opening and closing of the building each school day and determining (before leaving) that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off
4. Sweeps classrooms daily and dusts furniture
5. Cleans corridors after each school day and/or during the day as needed or per schedule developed by the principal
6. Scrubs and disinfects bathroom floors daily, cleans all sanitary fixtures, and drinking fixtures daily
7. Washes all windows on both the inside and outside at least twice each year and more frequently if necessary
8. Keeps ground free of rubbish
9. Performs such yard keeping chores as grass cutting, shrubs trimming, etc., as necessary to maintain the school grounds in a safe and attractive condition
10. Keeps all floors (excluding cafeteria, kitchen and storage areas) in a clean and attractive condition
11. Cleans all chalkboards at least once a week
12. Makes minor repairs as he/she is capable of making.
13. Reports major repairs to the principal/head custodian
14. Reports immediately to the principal/head custodian any damage to school property

15. Remains on the premises during school hours as per schedule developed by the principal/head custodian and also during non-school hours when the building's use has been authorized and attendance is required by the principal/head custodian

**TERMS OF EMPLOYMENT:** Part-time compensation to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Support Services Personnel.