

Carthage R-9 School District
JOB DESCRIPTION

Job Title: Custodian

Responsible to: Building Administration, Director of Maintenance and
Assistant Superintendent for Business

Qualifications:

- Must be clean, neat and professional.
- Must possess the initiative to work steadily and effectively without immediate supervision.
- Must be able to communicate effectively with others.
- Must be able to lift at least 75 pounds. Minimum physical requirements include lifting, standing, sitting, squatting, walking, working while lying on back or side, in close quarters, underground, or high elevations.

General Responsibilities:

- To maintain school facilities that are clean, attractive and safe for all who enter.
- To provide students with a comfortable, healthy and efficient place in which to learn, play and develop.

Specific Duties:

Custodial duties include, but are not limited to:

- Report directly to Head Custodian.
- Set up tables, chairs and other articles for lunch periods, meetings, games or other events.
- Replace light bulbs and fluorescent tubes as needed each day.
- Know the location and proper use of all fire and other safety equipment, including electrical, water and gas shut-off valve locations.
- Clean all tools and equipment after their use and store in their proper location.
- Receive deliveries and store items in designated areas or as directed by the head custodian or building principal.
- Keep building and premises, including sidewalks, driveways and play areas, neat and clean at all times.
- Regulate heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity.
- Shovel, plow and sand walks, driveways, parking areas and steps, as appropriate.
- Check daily to ensure that all exit doors are operating as designed and all panic bolts are working properly during the hours of building occupancy.
- Raise the United States flag at or before 8 a.m. on each school day and lower it at or after 3 p.m.
- Sweep classrooms daily and dust furniture.
- Clean corridors after school each day and during the day when their condition requires it.
- Scrub, hose down and disinfect toilet floors daily, and clean all sanitary fixtures and drinking fountains daily.

- Wash all windows on both the inside and outside as instructed by the principal or head custodian.
- Keep the grounds free from rubbish.
- Perform such yardkeeping chores as grass cutting, tree trimming and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
- Keep all floors in a clean and attractive condition and in a good state of preservation.
- Clean all chalkboards and erasers.
- Make such minor building repairs as requested.
- Report major repairs needed promptly to the head custodian.
- Maintain on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
- Report immediately to the principal any damage to school property.
- Remain on the school premises during school hours, and during nonschool hours when the use of the building has been authorized and attendance is required by the principal.
- Assume responsibility for the opening and closing of the building each school day and determine, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.
- Keep an inventory of supplies, equipment, and requisition, such needed replacements from the principal, far enough in advance so that they may be delivered in sufficient time as to not hinder the duties of the custodian.
- Conduct an ongoing program of general maintenance, upkeep and repair.
- Move furniture or equipment within buildings as required for various activities and as directed by the principal.
- Clean all trash cans and replace liners daily.
- Comply with local laws and procedures for the storage and disposal of trash, rubbish and waste.
- Conduct periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
- Assist or fill in temporarily on other jobs assigned by the principal.
- Scrub, strip and wax floors as needed.
- Shampoo carpeted areas as needed.
- Paint (including touch-up).
- Replace ceiling tile and floor tile as needed.
- Keep up-to-date inspections on boilers, playground equipment, fire extinguishers and emergency lighting.
- Assist in all summer maintenance and cleaning requests.
- Any other duties as directed by those in authority.
- Comply with all local school board, city, state and federal laws, regulations and policies.
- Comply with any reasonable oral or written directive of the head custodian, building principal, director of maintenance or assistant superintendent.