

TITLE: CUSTODIAN

QUALIFICATIONS:

1. Must not have any restrictions for lifting or restrictions on the exertion of reasonable physical labor as needed to perform duties.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

REPORTS TO:

Head Custodian

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. Helps with snow removal by shoveling or spreads salt on walks, steps and entries, as appropriate.
3. Security checks on all exterior doors.
4. Sweeps classrooms daily and dusts furniture.
5. Cleans corridors after school each day, and during the day when their condition requires it.
6. Cleans and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
7. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
8. Keeps all floors in a clean and attractive condition and in a good state of preservation.
9. Cleans all chalkboards at least once a week.
10. Reports major repairs needed promptly to the Maintenance Department.
11. Reports immediately to the Head Custodian any damage to school property.
12. Remains on the school premises during work hours.
13. Moves furniture or equipment within buildings as required for various activities and as directed by the Head Custodian.
14. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
15. Keeps wastebaskets empty and clean.
16. Reports to supervisor any acts of vandalism, any evidence of deliberate littering, and any behavior that is demeaning to the custodian.