

BOARD OF EDUCATION – DELAWARE CITY SCHOOLS
Job Description

Date: February 9, 2007

Title: **CUSTODIAN**

Reports To: Head Custodian or Assistant Head Custodian and Principal, Custodial/Maintenance Supervisor, Director of Facilities and Transportation

Employment Status: Full Time

FLSA STATUS: Non-Exempt

Qualifications:

- * 1-3 years previous custodian experience
- * High school diploma or equivalent preferred
- * Working knowledge of custodial housekeeping procedures
- * Working knowledge of chemicals used and their safe use
- * Ability to use all custodial equipment
- * Ability to communicate ideas and directives clearly and effectively both orally and in writing
- * Good health, physical stamina, fitness and vitality

General Description: Perform custodian work required for the routine housekeeping, care, maintenance, protection, and preservation of the assigned building, its contents, grounds, etc.

Essential Functions:

1. Perform and is directly responsible for the routing maintenance and repair of the building and its equipment, plus all phases of housekeeping duties.
2. Help develop and ensure proper function of work, inspection, maintenance, and cleaning schedules with the cooperation of others (team work).
3. Maintain clean, safe, and neat boiler, electrical, mechanical and storage rooms where applicable. Areas are to be maintained in compliance with all local, state, and federal requirements.
4. Remove snow, ice, debris from walks, steps, and entryways as needed to assure safety.
5. Help load and unload trucks, receive, check, and store supplies.
6. Maintain the building and specific assigned areas of the building at a high level of cleanliness and sanitation doing required tasks such as but not limited to sweeping, mopping floors, waxing floors, general floor care, emptying and cleaning waste receptacles, trash, and pencil sharpeners, refilling paper towel, soap and toilet tissue dispensers, removing cobwebs, cleaning windows, cleaning all chalkboards at least once per week, dusting, clean students desks, chairs and tables, and polishing furniture and woodwork as necessary.
7. Maintain the safety and security of the school building and grounds. Perform schedule security inspection of building, as required, to include Saturdays, Sundays, and holidays.
8. Keep buildings in a neat and presentable fashion, play areas neat and clean (inside and outside).
9. Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and ensure economical usage of fuel, water, and electricity throughout the school.
10. Raise the flag of the United States of America at or before 8:00 a.m. on each school day and lower it at or after 3:30 p.m.
11. Maintain the necessary supplies (requisitions as needed) and equipment to perform custodian tasks.
12. Open and secure the building each day; turn on/off lights, equipment, etc.
13. Clean and maintain custodial equipment and materials.
14. Keep the schoolyard mowed, all debris removed, and maintained in a neat and well-kept fashion.

CUSTODIAN – Pg. 2

15. Report areas that may need special maintenance or cleaning to the head custodian or assistant head custodian.
16. Assist in moving and arranging furniture, equipment, etc. to support school operations and functions.
17. Make minor repairs to building, furniture, and equipment, etc. and report the need for other repairs to the head custodian or assistant head custodian.
18. Replenish supplies in restrooms, custodial areas, etc.
19. Cooperate with other staff in a team environment to maintain school in a safe, sanitary and orderly condition at all times.
20. Assist lunchroom personnel or breakfast program in the housekeeping duties of the kitchen and cafeteria including the removal of refuse and to include setting up tables, chairs, etc.
21. Complete reports and forms as required to support district operating procedures and policies.
22. Comply with the laws and procedures which govern the storage and disposal of trash, rubbish, and all waste.
23. Clean building during the summer (260 day contract).
24. Reporting problems of a custodial nature are to be first heard by the assistant head custodian, head custodian if resolved, then the principal and etc.

Expectations:

1. Demonstrate support for the district's Vision, Mission and Beliefs.
2. Demonstrate commitment to continuous improvement by engaging in regular professional development activities.
3. Ensure that decisions are based on data.
4. Demonstrate flexibility and openness to innovation in the performance of job related duties.
5. Serve as a role model in how to conduct oneself as a citizen and as a responsible, intelligent human being.
6. Adhere to and enforce all board policies.
7. Perform other tasks as assigned by the immediate supervisor.
8. The employee shall remain free from any alcohol or abuse of a non-prescribed controlled substance in the workplace throughout his/her employment in the District.

Additional Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.