

**Groveport Madison Local School District**

**NIGHT CUSTODIAN**

**Job Description**

**Reports to:** Building Principal

**Building Assignment:** Junior High School

**Educational Training:** Must have a high school diploma or GED

**Job Characteristics:** Twelve (12)-month position; 8 hours daily

**Reports to:**

Building Principal and/or Assistant Principal. Works in cooperation with the day custodian(s) to insure that gaps do not exist between their areas of responsibility.

**Qualifications:**

1. Demonstrate aptitude or competency to perform a wide variety of duties.
2. Ability to work independently with a minimum amount of direct supervision.
3. Possess the ability to deal with the various public with whom he/she comes in contact in a pleasant, courteous and helpful manner.
4. Ability to climb a ladder to do maintenance.
5. Ability to lift a minimum of 50 pounds.
6. Ability to move and use heavy equipment and furniture.
7. Experience and/or training in areas such as plumbing, electrical, etc. preferred.
8. Ability to work in a positive and cooperative manner with other employees.
9. Such other qualifications as the Board may find necessary and desirable.

**Responsibilities:**

- Keep building areas neat and clean at all times.
- Sweep and dust rooms daily; empty waste receptacles, pencil sharpeners; clean boards, trays and erasers.
- Sweep hallways and corridors daily, wet mop rooms and corridors as needed to maintain good appearance, spot mop corridors daily.
- Thoroughly clean restrooms each day; giving special attention to stools, stalls, urinals, lavatories and mirrors.
- Sweep and wet mop restroom floors using disinfectant solution to prevent odors and kill germs.
- Keep adequate supply of paper towels, toilet paper, and liquid soap in all restrooms.
- Wash unsightly pencil and crayon marks from walls, being particularly careful to remove obscene words.
- Paint and perform minor repairs and improvements as needed.
- Dust all flat surfaces, locker tops and desk tops as needed.
- Wash windows and doors or walls as needed.
- Disinfect telephones, drinking fountains and other needed surface areas.
- Dust heater vents and cold air returns as needed.
- Wash light fixtures.

- Change or repair lights and bulbs as needed.
- Work cooperatively with the other night custodians on an equal basis.
- Prepare work orders for changes or repairs that are beyond the realm or responsibility of the night custodians.
- Perform minor maintenance.
- Check for gum and remove from surfaces as needed.
- Lock or unlock doors and chains as needed on a daily basis.
- Be willing to share cleaning efforts in all parts of the building with other night custodians.
- Be willing to assist teachers, secretaries, cooks, parents, or visitors in the building that have reasonable requests.
- Maintain security of the building.
- Maintain outside areas per direction of the principal.
- Perform such other duties as may be assigned by the principal or supervisor.