



Jefferson Davis Parish Schools

Job Description Revised 2024

CUSTODIAN JOB DESCRIPTION

POSITION: Custodian

REPORTS TO: Principal of School and Head Custodian

TERMS OF EMPLOYMENT: 12 months

SALARY RANGE: Salary in accordance with the approved Jefferson Davis Parish Salary Schedule.

QUALIFICATIONS: Must possess mechanical aptitude to indicate ability; demonstrate aptitude or competence to perform assigned responsibilities; possess those qualities, which would indicate to the employing office the ability, temperament, and enthusiasm to work with others and around school children.

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Non-Exempt

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

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Jefferson Davis Parish School Board Policy GBI- Evaluation.

PERFORMANCE RESPONSIBILITIES:

1. Work cooperatively and in harmony with administrators, teachers and co-workers.
2. Wash all windows on both the inside and outside at least twice each year and more frequently if necessary.
3. Keep the grounds free from rubbish and trash at all times.
4. Strip and wax all building floors during the summer and as the need arises.
5. Change light bulbs as needed throughout the entire building.
6. Trim grass from all buildings, sidewalks, fence lines, planted trees and shrubs during the growing season and to perform such yard-keeping chores necessary to maintain school ground in a safe and attractive condition.
7. Work with the principal to complete building reports and to send these to maintenance on an as- needed basis.
8. Open and close the building each school day and determine before leaving that all doors and windows are secured and all lights are off, except emergency lights.
9. Make sure minor building repairs as he/she is capable of accomplishing.
10. Conduct an on-going program of general maintenance upkeep and repairs to the school buildings.
11. Comply with local laws and procedures for the storage and disposal of trash, rubbish and waste when applicable for the head custodian.
12. Keep buildings and premises including sidewalks, driveways and play area neat and clean at all times.
13. Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
14. Sweep classrooms daily, dust furniture, wet mop and wash all chalkboards at least once a week.
15. Scrub, hose down, and disinfect toilet floors daily, clean all sanitary fixtures and drinking fountains daily; to flush and make necessary clean up of toilets hourly after class changes, recesses and dismissal.

16. Report immediately to the building manager, head custodian, or principal any damage to school property.
17. Move furniture or equipment within buildings as required for various activities and as directed by the building manager, head custodian or principal.
18. Strive constantly to promote the safety, health, and comfort of the students and employees at the assigned school.
19. Perform all activities that are custodial in nature and deemed appropriate by Head Custodian or Administration.
20. Arrange furnishings and equipment for the purpose of providing adequate preparation for meetings, classroom activities, and events.
21. Attend district in-service training(s) for the purpose of receiving information on new and/or improved procedures.
22. Clean assigned school district facilities (e.g., classrooms, offices, gyms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe, attractive environment.
23. Assist in maintaining seasonal grounds work (lawn).
24. Deliver various items (e.g., supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate places.
25. Help to respond to immediate safety and/or operational concerns (e.g., facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning physical and educational environment.
26. Inspect school facilities for the purpose of ensuring it is suitable for safe operations and maintained in an attractive and clean condition, and identifying any repairs that may be necessary due to vandalism, equipment breakage, weather conditions, etc.
27. Lift up to 50 pounds unassisted for the purpose of lifting equipment necessary to complete assigned tasks.
28. Perform work at heights of up to 12 feet using ladders and/or scaffolding for the purpose of cleaning, changing light bulbs, replacing ceiling tiles, etc.
29. Prepare school facilities for daily operations (e.g., opening gates and building access doors, disarming security systems, turning on lights, raising flags, placing crosswalk signs, performing minor repairs, locking all doors, etc.) for the purpose of ensuring school facilities are operational and safe.
30. Secure school facilities and grounds for the purpose of minimizing property damage, equipment loss, and potential liability to the school district.
31. Service job-related machinery/equipment (e.g., adjusting, cleaning, and oiling vacuum cleaners, scrubbers, buffers, etc.) for the purpose of maintaining equipment in good working condition. Also changes brushes, pads, rollers, etc. on equipment.
32. Exhibit a working knowledge of the Jefferson Davis Parish Policies and Procedures Handbook and Jefferson Davis Parish Custodial Handbook.
33. Carry out any other duties as may properly come within the scope of said position or maybe deemed necessary by the principal of the school.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.

11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS:-The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with a computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Annual physicals are required in accordance with job duties.

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The Jefferson Davis Parish School Board reserves the right to revise the job description at any time.

If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Printed Name of Evaluatee

Printed Name of Evaluator

Signature of Evaluatee

Signature of Evaluator

Date Signed by Evaluatee

Date Signed by Evaluator