

**KEYSTONE CENTRAL SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Custodian (260/210/190 day positions)
QUALIFICATIONS:	Posses a high school diploma or GED certificate Medical statement of good physical health Possess the ability to work cooperatively with others and to share the responsibility for maintaining a safe and healthy educational facility. Willingness to work additional hours when needed
REPORTS TO:	Custodial Manager and Building Principal
SUPERVISES:	Not Applicable
JOB GOAL:	To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, plan, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Daily inspection of playground equipment and surfaces for safe use.
2. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
3. Shovel, plow, and/or salt walks, driveways, parking areas and steps, as appropriate.
4. Checks daily to ensure that all exit doors and gates are open or secured, as assigned.
5. Raises the United States flag at or before 8:00 a.m. on each school day, and lower it at the end of the day unless designated to others.
6. Sweeps assigned classrooms daily and dusts furniture where assigned.
7. Cleans corridors before or after school each day, and during the day when their condition requires it.
8. Scrubs and disinfects toilet floors daily and cleans all sanitary fixtures and drinking fountains daily where assigned.
9. Wash all windows on both the inside and outside at least twice each year, and more frequently if necessary. Doors and entrance panels cleaned weekly and as needed.
10. Performs such grounds-keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.

11. Keeps all floors in a clean and attractive condition and in a good state of preservation.
12. Cleans all chalkboards, whiteboards, smart boards and chalk trays daily, where assigned.
13. Keeps all halls, ceiling, and ledges free of dust, cobwebs, and materials that do not belong.
14. Performs minor repairs and reports major repairs promptly to Property Services.
15. Learn the operation and maintenance of custodial equipment such as floor scrubbers, high-speed polishers and burnishers.
16. Oil univents and clean or replace univent filters during summer vacation and winter vacation when time permits.
17. Reports immediately to the principal any damage to school property.
18. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and his/her attendance required by the principal with the exception of one-half hour lunch advising the office when leaving the building.
19. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned on.
20. Responsible for table set up and take down and the floors in the cafeteria for breakfast and lunch programs.
21. Keeps an inventory of supplies, equipment, fuel on hand, and requisitions such needed replacements as necessary.
22. Replaces all burned-out light bulbs and check outside lights daily. If bulbs are higher than an eight-foot stepladder, maintenance will replace bulbs.
23. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
24. Performs summer vacation cleaning requirements.
25. All other duties assigned by Property Service.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT: Varies based on the classification

In accordance with the Keystone Central School District Educational Support Professionals' ESP/PSEA/NEA compensation plan.

Adopted by the Board of Directors on _____.

Keystone Central School District is an Equal Opportunity Employer