

**Job Title:** Custodian**Wage/Hour Status:** Nonexempt**Reports to:** Custodial Supervisor**Pay Grade:** MT /PG2 (Mid \$16.00 – Max \$23.04)**Dept. /School:** Custodial**Date Revised:** July 2025

Superintendent's Signature: \_\_\_\_\_

**PRIMARY PURPOSE:** Clean and maintain district facilities using routine procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

**QUALIFICATIONS:****Minimum Education/Certification:** High School Diploma or equivalent**Special Knowledge/Skills:**

Ability to read and understand instructions for cleaning, maintenance, and safety procedures

Knowledge of minor repair techniques and building and grounds maintenance

Ability to operate cleaning equipment and lift heavy equipment

Ability to properly handle cleaning supplies

**Minimum Experience:** None**GENERAL RESPONSIBILITIES AND EXPECTATIONS**

1. Exhibits a positive attitude and serves as a positive role model for students and the community.
2. Works cooperatively and effectively with others. Maintains self control and uses common sense.
3. Reports to work on time and is absent only with good cause.
4. Exhibits good judgment and shows initiative in decision making and problem solving.
5. Complies with Federal and State laws and local policies/procedures.
6. Responds positively to supervision, suggestions and/ or directives. Uses evaluative feedback for improvement of performance.
7. Participates actively in personal and/ or professional growth and development.

8. Disseminates and shares ideas and information with others.
9. Uses knowledge gained for improvement of performance.
10. Demonstrates fiscal responsibility and acts in an ethical and honest manner.
11. Effectively communicates with colleagues, students, and parents.

**MAJOR RESPONSIBILITIES AND DUTIES****Cleaning**

1. Maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
2. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas, neat and clean.
3. Comply with local laws and procedures for storage and disposal of trash.
4. Assist in maintaining an inventory of cleaning supplies and equipment and request additional supplies as needed.
5. Perform routine custodial duties for extra-curricular activities, as assigned.

**Maintenance and Repair**

6. Assist with lunchroom set up, including arranging tables and chairs.
7. Perform preventive maintenance to ensure the comfort, health, and safety of students and staff.
8. Make minor building repairs as needed and report major repair needs to the custodial supervisor.
9. Move furniture or equipment within building as directed by the custodial supervisor or principal.
10. Assist in setting up facilities for special events.

**Safety**

11. Assist with opening and closing building each school day.
12. Follow established procedures for locking, checking, and safeguarding facilities.
13. Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.
14. Inspect machines and equipment for safety and efficiency.
15. Operate tools and equipment according to established safety procedures.
16. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
17. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
18. Work cooperatively with other school employees, students and patrons.

**Mental Demands/Physical Demands/Environmental Factors:**

19. Tools/Equipment Used: Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer, lawn mower, edger, and weed eater.
20. Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting
21. Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, reaching, and overhead reaching
22. Lifting: Heavy lifting and carrying (60 pounds and over) on a daily basis
23. Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials; regularly work irregular hours; occasional prolonged hours
24. Mental Demands: Maintain emotional control under stress.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with the provisions of the Board Policy on evaluation of professional personnel.

**TERMS OF EMPLOYMENT**

245 days; salary schedule as recommended by the Superintendent and approved by the Board.

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**This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.**

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**Employee Print**

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**Employee Signature**

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**Date**