

TITLE: Custodian

QUALIFICATIONS:

1. Ability to read and follow basic operating instructions and write reports
2. Demonstrated aptitude for successful completion of the tasks assigned
3. Self Motivated
4. Ability to lead and and inspire a team to reach their full potential
5. Growth mindset
6. Adept at building capacity and empowering self-efficacy in others
7. A model of integrity, authenticity, transparency, responsible leadership, ethical supervision and the highest standard of professionalism

REPORTS TO: Head Custodian and Principal

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

PERFORMANCE RESPONSIBILITIES: (Typical tasks shall include but not be limited to:)

1. Keeps building and premises neat and clean at all times, including but not limited to the following items daily:
 - a. Sweeps or vacuums all floors
 - b. Erases blackboards (except those marked SAVE) and cleans chalk trays
 - c. Cleans boards and erases weekly
 - d. Empties waste baskets
 - e. Empties pencil sharpeners
 - f. Dusts window sills, bookcases, desks, etc.
 - g. Washes desks and chairs as needed
 - h. Washes walls, doors, light fixtures as needed
 - i. Washes insides of windows as needed
 - j. Replaces toilet paper, towels, etc. as needed
 - k. Damp mops or buffs floors as needed and directed
2. Carefully cleans and sanitizes sinks, lavatories, drinking fountains, locker rooms, etc.
3. Assists in regulating heat, ventilation, etc. by turning all thermostats to night time heat as directed
4. Assists with watering during spring and fall
5. Reports immediately to the principal any damage to school property
6. Reports major repair needs promptly to the principal and maintenance supervisor
7. Moves furniture or equipment as required for various activities and as directed by the principal

8. Assumes responsibility for closing and locking the building each school day and for determining, before leaving, that all doors and windows are secured and that all lights, except those left on for safety reasons, are off
9. Does not allow unauthorized personnel to assist with cleaning. Unsupervised students shall not be allowed into the building after it is closed for the day
10. Leaves supply requests for the day custodian to fill
11. Performs such other duties as may from time to time be assigned by the principal, including clean up after evening activities

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee at the building principal's office and the district-wide administration office. Nine months per year. Work hours to be established by the building principal. Salary to be established by the Board

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non certificated personnel.

Adopted: December 13, 1982

Revised: August 13, 1990

Revised: January 12, 2009