Lincoln Parish Schools
Job Description
2026-2027

TITLE: School Custodian

QUALIFICATIONS: Sufficient ability to follow written instructions and schedules; sufficient ability to follow directions and work well with others; High School Diploma or GED preferred

REPORTS TO: School Principal and Maintenance Supervisor

JOB GOAL: To maintain an attractive, sanitary, safe facility for students, staff, and the public; providing equipment and furniture arrangements for meetings, classroom activities, and events; and minimizing property damage, loss, and liability exposure to the school district

TERMS OF EMPLOYMENT: 9.5-Month, 40 hours per week (full-time) or 28 hours per week (part-time)

EVALUATION: Performance Evaluation annually

COMPENSATION: 9.5-Month School Custodian Salary Schedule (Table 8) or hourly rate as set forth in LPSB Salary Schedule

PERFORMANCE RESPONSIBILITIES:

1. Perform all activities that are custodial in nature and deemed appropriate by Head Custodian or Administration.
2. Arrange furnishings and equipment for the purpose of providing adequate preparation for meetings, classroom activities, and events.
3. Attend district in-service training(s) for the purpose of receiving information on new and/or improved procedures.
4. Clean assigned school district facilities (e.g., classrooms, offices, gyms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe, attractive environment.
5. Assist in maintaining seasonal grounds work (lawn).
6. Deliver various items (e.g., supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate places.
7. 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.
8. Inspect school facilities for the purpose of ensuring they are 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.
9. Lift up to 30 pounds unassisted for the purpose of lifting equipment necessary to complete assigned tasks.
10. 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.
11. Prepare school facilities for daily operations (e.g., opening gates and building access doors, disarming security systems, turning on lights, placing crosswalk signs, performing minor repairs, locking all doors, etc.) for the purpose of ensuring school facilities are operational and safe.
12. Secure school facilities and grounds for the purpose of minimizing property damage, equipment loss, and potential liability to the school district.
13. 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.

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. Report to the Lincoln Parish School Board as needed or directed.
9. 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.
10. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. 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.
16. 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.
17. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Lincoln Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

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

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____