

PROFESSIONAL JOB DESCRIPTION



TITLE: Custodian

REPORTS TO:

Supervisor of Building Maintenance and Grounds, Building Principal or Designee

POSITION GOAL:

To provide students, employees and clients with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

QUALIFICATIONS:

1. High school diploma or equivalent
2. Demonstrated aptitude for the work to be performed.
3. Ability to lift up to 100 pounds
4. Ability to read and comprehend directions for use of cleaning chemicals.
5. Ability to understand and carry out mandatory federal regulations.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
7. Ability to follow policies and practices.

PERFORMANCE RESPONSIBILITIES:

1. Keep building and premises, including sidewalks, driveways, and play areas safe, neat and clean at all times.
2. Shovel, plow, and/or sand walks, driveways, parking areas, and steps, as appropriate.
3. Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
4. Make minor building repairs.
5. Sweep assigned areas daily and dust as scheduled.
6. Clean corridors when their condition requires it.
7. Scrub and disinfect toilet floors and clean all sanitary fixtures and drinking fountains.
8. Wash windows on both the inside and outside as scheduled.
9. Keep the grounds free from rubbish.
10. Perform such yard keeping chores as assigned to maintain the grounds
11. Keep all floors in a clean and attractive condition and in a good state of preservation.
12. Clean all chalkboards/whiteboards as scheduled.
13. Report major repairs needed promptly to the head custodian or Supervisor of Maintenance.
14. Immediately report to the principal any damage to school property.
15. Remain on the school premises during working hours and during hours when attendance is required by the principal.
16. Conduct an ongoing program of general maintenance, upkeep, and repair.
17. Move furniture or equipment within building as required for various activities and as directed by the supervisor.
18. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
19. Assume such other duties and tasks as assigned by the superintendent/designee.

PHYSICAL REQUIREMENTS:

Bending, carrying, climbing, driving, lifting, pushing-pulling, reaching, sitting, standing, walking.

WORKING CONDITIONS:

1. Includes extremes of temperature and humidity.
2. Hazards include stairs and communicable diseases.

TERMS OF EMPLOYMENT:

Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board policy on evaluation of classified personnel.