

TITLE: NIGHT CUSTODIAN

REPORTS TO: Night Custodial Supervisor; Building Administrators

PRIMARY PURPOSE:

To assist in the process of maintaining safe, clean and orderly facilities.

QUALIFICATIONS: High School Diploma (or equivalent)

ESSENTIAL FUNCTIONS:

The following job description is designed to be a guide for the night custodian in the daily performance of the job. Additional duties may be assigned as they become necessary in the day-to-day operation of the school building.

All night custodians are to report for work at 2:30 p.m. and leave work at 11:00 p.m., except during winter break and summer break when the hours are 7:00a.m. to 3:30 p.m. Dinner is a ½ hour break to be scheduled with the supervisor, and times should be staggered to assure coverage.

- All washrooms are to be cleaned every night, including the following:
 - a. Sweep floor
 - b. Empty garbage
 - c. Clean and wipe fixtures, using district provided disinfectants.
 - d. Swab interiors of toilets and urinals, using district provided disinfectants.
 - e. Clean exteriors of toilets and urinals, using district provided disinfectants.
 - f. Rinse toilets and urinals
 - g. Clean mirrors
 - h. Wet mop floor, using district provided disinfectants.
 - i. Turn off lights and lock doors.
- At least once each month, washrooms should be closed, and all fixtures and walls should be scrubbed, and the floor mopped, per supervisor schedule, with appropriate cleaning chemicals.
- Classrooms are to be cleaned every night with appropriate chemicals, including the following:
 - a. Dust shelves and ledges
 - b. Clean chalkboards and trays on Fridays
 - c. Make sure all windows are closed and locked, lights are off and doors are locked.
 - d. Empty all pencil sharpeners
 - e. Dust mop the floor
 - f. Wash windows (classroom door ó both inside and outside) as needed
 - g. Vacuum carpets
 - h. Wet mop floors as needed
 - i. Empty garbage; collect and dispose of recyclable materials.

- Hallways and stairs are cleaned nightly with appropriate chemicals as follows:
 - a. Dust locker tops
 - b. Sweep steps
 - c. Dust mop floors / stairs
 - d. Clean drinking fountains
 - e. Damp mop floors / stairs
 - f. Buff hallways once per week or as needed
 - g. Lock doors and set crash bars, if unlocked for access purposes.
 - h. Lock all interior doors (offices, storage rooms, custodial room, etc.)

- All gymnasiums are to be cleaned every night as follows:
 - a. Dust mop floors
 - b. Mop the foyer floors
 - c. Completely clean boys and girls locker rooms (Middle School) as per above washroom details
 - d. Wet mop floors in gymnasiums
 - e. Remove scuff marks as necessary
 - f. Disinfect wrestling mats during season, using dedicated cleaning equipment and disinfectant
 - g. Clean and disinfect fitness room, and all equipment (Middle School)

- Act as crossing guard during student pick-up times, as directed by building principal.

TERMS/CONDITIONS OF EMPLOYMENT:

- Terms/conditions of employment as established by the agreement between the Board of Education and the Queen Bee Education Association.

EVALUATION:

- Performance is evaluated annually by the Night Custodial Supervisor with input from the building administration.
- Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation.