

CUSTODIAN

Job Description: Support Staff

Adopted 04.05.79; Revised 07.01.79; Revised 07.09

PAY SCALE: Custodian

QUALIFICATIONS: Ability to read and follow basic written and oral instruction, demonstrated aptitude for successful completion of assigned tasks; high school graduate preferred. Must be able to safely lift 50 lbs., climb, push, balance, stoop, kneel, crouch, crawl and reach. Must possess good eyesight including depth perception to perform at safely optimum level. Deviation from the above qualifications may be necessary and acceptable.

REPORTS TO: Head custodian and Building Principal.

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

TERMS OF EMPLOYMENT: Twelve (12) months per year, salary to be determined by the Board of Education, duty hours stipulated at time of employment.

EVALUATION: Performance of this job will be evaluated by the Building Principal prior to May 1 annually. The evaluation shall be forwarded to the Assistant Superintendent.

RESPONSIBILITIES:

1. Keep building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Shovel and/or sand walks, driveways, parking areas, and steps as appropriate.
3. Check daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
4. Raise the United States and Missouri flags before 8:00 a.m. on each school day, and lower them after school.
5. Keep the grounds free from rubbish.
6. Perform such yard keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
7. Report major repairs needed promptly to the principal, or head custodian.
8. Report immediately to the principal any damage to school property.
9. Remain on the school premises during school hours, and during non-school hours when the use of the building has been authorized and his attendance required by the principal.
10. Assume responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for security reasons are turned off.
11. Keep an inventory of supplies, equipment, and requisition such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties.
12. Move furniture or equipment within buildings as required for various activities and as directed by the principal.
13. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
14. Perform such tasks and assumes such responsibilities as the principal or head custodian may assign.

Part-Time Custodian: The qualifications, reporting procedures, job goals, performance responsibilities, and evaluation are identical to that of the custodian. The terms of employment will vary with need and will be stipulated at the time of employment. Paid vacations during the school year are the same. Summer vacations and retirement benefits only when applicable.