



TRINIDAD

School District #1

JOB DESCRIPTION

POSITION TITLE

Custodian

QUALIFICATIONS

REPORTS TO:

Maintenance Supervisor

JOB SUMMARY:

Performs a variety of custodial duties to maintain the District facilities in clean, orderly, and safe condition.

PERFORMANCE RESPONSIBILITIES:

- Open building at established time.
- Survey building and determine those needs which would require the attention of the Director of Maintenance.
- Survey building to determine areas which can be identified as preventive maintenance and bring to the attention of the Building Principal and/or Director of Maintenance.
- Performs general cleaning and maintenance of school buildings. This includes, but is not limited to: mopping, sweeping, and waxing floors; vacuuming shampooing and spot clean carpets; scrub and sanitize restrooms; wash hallways, walls, lockers, and classroom furniture; remove broken glass; wash windows; dust furniture; picks up trash from rooms and empties in outside containers..
- Keeps supplies of paper towels and tissue paper in classrooms and restrooms. Inventories cleaning supplies and insures that a good amount is available, informs Director of Maintenance when more should be ordered.
- Checks calendar for building use and coordinates cleaning activities with teachers, activities director, administrative staff, and coaches.
- Secures building after hours; sets alarm system and walks around building to check doors and windows.
- Sets up cafeteria for lunch; cleans cafeteria floors after lunch, wipes table tops with appropriate disinfectant.
- Responsible for outside clean-up; does watering, lawn care, weed control, sweeping, and ice and snow removal.
- Performs summer cleanup which includes but is not limited to; furniture repair, equipment cleaning and maintenance (as appropriate), painting, and grounds maintenance.
- Perform such other duties as may properly be within the scope of the position or may be requested by the Director of Maintenance and/or administrators.

TERMS OF EMPLOYMENT

Ten, eleven or twelve month year. Salary and work year is to be established by Trinidad School District #1 Board of Education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Trinidad School District #1

Board of Education regarding Evaluation of Professional Personnel.

Staff Signature:_____

Date:_____

Supervisor:_____

Date:_____

Revised: 8/2017