Custodian III
Job Description

Qualifications:

1. High school diploma or GED.
2. Ability to perform custodian work and simple repairs.
3. Physically and mentally alert.
4. Ability to get along with people.
5. Ability to read, write, compute, and communicate.
5. Able to lift up to 50 pounds.
7. Successful completion of the State Competency Test for Custodians.

Immediate Supervisor: School Principal
County Office: Assistant Superintendent

Duties and Responsibilities:

1. Maintain positive work habits.
2. Perform duties efficiently and productively.
3. Maintain and/or upgrade skills.
4. Unlock and secure building each day as is necessary.
5. Be sure that building is clean to start each school day.
6. Make certain that rooms are comfortably heated during cold weather before the arrival of the first child.
7. Prepare cafeteria (put down/up tables, etc.) for meals, clean-up, etc.
8. Clean each assigned room(s)/area(s) in building each day or more often if supervisor feels it is necessary.
9. Clean all windows when necessary.
10. Report any repairs needed to building principal.
11. Keep grounds free of litter.
12. Remove snow and ice from designated areas.
13. Requisition custodial supplies such as mops, tissue, etc., each month.
14. Properly display appropriate flags.
15. Have the building ready for any meetings that are scheduled at the building.
16. Report incidents, such as vandalism, to school principal.
17. Maintain confidentiality.
18. Be cordial and cooperate with school personnel and visitors.
19. Be able to follow a daily schedule as set forth by supervisor.
20. Treat building with proper disinfectant as directed by supervisor.
21. Perform other job related duties as assigned by the principal or supervisor.