



**YAZOO COUNTY SCHOOL DISTRICT
JOB DESCRIPTION FOR DAY PORTER**

POSITION TITLE:	Day Porter
TITLE OF SUPERVISOR:	Principals/Director of Facilities
SALARY:	Salary is reflective of the approved Yazoo County School District Administration salary schedule.
JOB GOAL:	To maintain a clean, safe, and orderly school environment throughout the day by providing continuous custodial support, responding promptly to immediate needs, and ensuring that all high-traffic areas, classrooms, and common spaces remain sanitary and welcoming for students, staff, and visitors. The Day Porter supports daily school operations by addressing spills, restocking supplies, assisting with setup needs, and upholding district standards for cleanliness, safety, and professionalism.
JOB OVERVIEW:	The Day Porter is responsible for maintaining the cleanliness, safety, and overall appearance of school facilities during operational hours. This position provides continuous custodial support throughout the day, with a focus on high-traffic areas such as restrooms, hallways, cafeterias, and entryways. The Day Porter responds promptly to immediate needs, including spills, trash removal, and restocking supplies, ensuring a clean and safe environment for students, staff, and visitors. The Day Porter demonstrates basic supervisory and leadership characteristics by helping to monitor daily cleaning expectations, modeling proper procedures, and supporting consistency in cleanliness standards across the building.
MINIMUM QUALIFICATIONS:	At least a high school diploma or equivalent
LENGTH OF CONTRACT:	12 Months (250 Days)



DESCRIPTION OF DAY PORTER DUTIES:

1. Monitor and clean high-traffic areas such as hallways, restrooms, cafeterias, and entryways throughout the day.
2. Respond promptly to spills, accidents, and other immediate cleaning needs to prevent safety hazards.
3. Sweep, mop, and maintain floors to ensure cleanliness and reduce slip risks.
4. Clean and sanitize restrooms, ensuring supplies (soap, paper towels, tissue) are fully stocked.
5. Empty trash cans and replace liners as needed during the school day.
6. Assist with cafeteria cleanup between meal periods.
7. Support classroom and office needs, including minor cleaning requests from staff.
8. Set up and break down areas for meetings, events, and school activities.
9. Monitor building conditions and report maintenance or safety concerns to appropriate personnel.
10. Assist with maintaining entrances and exterior areas for a welcoming appearance.
11. Follow all safety procedures, including proper use of cleaning chemicals and equipment.
12. Oversee daily custodial operations during the school day.
13. Help guide and monitor the work of custodial staff, substitutes, or temporary workers.
14. Ensure assigned tasks are completed efficiently and according to district standards.
15. Provide direction and assistance during high-demand periods or special events.
16. Model proper cleaning procedures, safety practices, and professional conduct.
17. Communicate staff needs, concerns, or performance issues to the Head Custodian or administration.
18. Assist in prioritizing work orders and daily tasks to maintain building readiness.