

CUSTODIAN

JOB SUMMARY

Responsible for proper heating, ventilation, and cleanliness of the building(s).

QUALIFICATIONS

- High school diploma (or GED)
- Maintain clean, neat personal appearance to present the proper appearance when working
- Must be able to lift 50 lbs. frequently, 100 lbs. occasionally and 100+ lbs. with assistance
- Command the respect of students and teachers by setting a good example
- Such alternatives to the above qualifications as the Assistant Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Principal/Head Custodian/Assistant Director of Schools
- Responsible for knowing locations of shut-off switches and valves to all utilities
- Responsible for reporting and removing hazards and dangerous conditions that may result in accident and fire
- Responsible for effecting economies of operation by preventing the needless or careless use of supplies, water, electricity, and fuel
- Responsible for cleaning and changing heat and air conditioning filters as recommended
- Responsible for all duties assigned by principal or Head Custodian
- Perform duties with a minimum of interference with the school program
- Report careless activities to the principal without attempting to discipline students
- Attend all meetings called by Head Custodian or Assistant Director of Schools
- Report, but do not attempt to repair, major mechanical, structural, electrical or plumbing repairs
- Perform the following custodial duties as assigned:
 - Bathrooms -- clean (floors, walls, sinks, commodes, urinals); maintain necessary supplies (toilet tissue, paper towels, and soap); and keep in working order all sinks, commodes, urinals, soap dispensers, toilet tissue holders, and paper towel holders)
 - Trash -- make sure all cans in building are emptied and debris is kept clean from floor, let head custodian know if there's a problem with dumpster not being emptied
 - Sweep, vacuum, and mop floors in all areas of the school building (making sure required signage is in place before leaving area)
 - Windows -- keep clean throughout building
 - Mowing, weed eating -- keep grass at reasonable height around the building and keep trash & debris picked up
 - Kitchen (dish room) -- wash & dry trays, assist with stock brought in, clean cafeteria
 - All walls throughout building clean and free of markings that are not required to be there
- Perform other duties as assigned by Principal, Head Custodian or Assistant Director/Director of Schools