



## CUSTODIAN

### QUALIFICATIONS:

1. High school diploma or equivalent training/experience.
2. Four (4) or more years of experience working in a school or hospital environment.
3. Is in good health and able to meet the demands of the position including, but not limited to being able to lift a minimum of 75 pounds.

**REPORTS TO:** Facilities Operations Manager

**JOB GOAL:** To provide a safe, clean, and comfortable school environment.

### PERFORMANCE DUTIES:

1. Cleans floors of classrooms, offices, special rooms, corridors, stairs, entrances, lobbies, and cafeteria, as assigned.
2. Removes debris on sidewalks leading to building, or as assigned.
3. Sweeps, dry mops, wet mops, vacuums, shampoos, strips, seals, and waxes floors, as assigned.
4. Cleans and disinfects daily the drinking fountains, bathroom floors, bowls, seats, and urinals in restrooms, as assigned.
5. Fill's paper and soap dispensers in assigned areas, as needed.
6. Cleans univents and filters as needed and in accordance with preventative maintenance procedures.
7. Oils and services all motors and mechanical equipment in areas assigned in accordance with preventative maintenance procedures.
8. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the seasons in accordance with preventative maintenance procedures.
9. Performs preventative maintenance in accordance with established district procedures.
10. Opens classroom doors and entrance doors prior to the start of the school day or closes doors and windows and secures lights prior to leaving post daily in accordance with established schedule.
11. Moves furniture and equipment within the building as directed by the principal or head custodian.

12. Stores supplies and delivers supplies to teachers as directed.
13. Performs light maintenance and painting tasks, as needed and directed.
14. Cleans glass of lobby and entrance doors as required.
15. Sets up, breaks down, and cleans the cafeteria/all purpose room as scheduled.
16. Shovels, plows and/or sands walks, driveways, parking areas and steps as directed.
17. Remains on the school premises during work hours and unless otherwise authorized.
18. Follows established procedures to ensure staff and student safety in the building (i.e., Locks specified doors to limit building access once school is in session).
19. Obeys all fire and environmental laws and regulations relating to the plant operation.
20. Removes trash and other materials from school grounds in accordance with the established schedule.
21. Participates in staff development opportunities to enhance job related skills and knowledge.
22. Maneuver between sites easily.
23. Manage necessary computer systems, i.e. emails, two-way radios, etc.
24. Ability to communicate clearly and effectively between school management, staff, and vendors.
25. Performs such other duties as may be assigned by the School Business Administrator.

## **TERMS OF EMPLOYMENT**

Twelve-month employee

## **EVALUATION**

Performance of this job will be evaluated annually in accordance with the board's policy on evaluation.