**TITLE:**

Custodian

**QUALIFICATIONS:**

1. Ability to follow directions and perform tasks correctly
2. Demonstrate aptitude for successful fulfillment of assigned performance responsibilities
3. Possess good human relation skills
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REPORTS TO:**

Building Custodial Supervisor / Building Principal

**JOB GOAL:**

To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop

**PERFORMANCE RESPONSIBILITIES:**

This is a general job description. The exact duties will be determined by building assignment.

Buildings

1. Opening and Closing
2. Assumes responsibility for the security of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off
3. Cleaning
4. Keeps buildings neat, clean and safe at all times
5. Participates in the general cleaning and maintenance of the school building
6. Sweeps classrooms daily and dusts furniture
7. Cleans corridors after school each day and during the day when their conditions require it
8. Scrubs, hoses down and disinfects restrooms daily, and cleans all fixtures and drinking fountains daily
9. Washes all windows on both inside and outside at least twice a year, and more frequently if necessary
10. Cleans all chalkboards/whiteboards at least once a week
11. Buffs and scrubs floors as needed and directed
12. Maintenance and Repairs
13. Participates in necessary painting and general repairs
14. Performs emergency repair or cleaning services as necessary
15. Maintains classroom and gym floors
16. Refinishes seats, desks and furniture as needed
17. Assists with basic building maintenance as qualified
18. Changes lights when necessary
19. Other
20. Assists in setting up chairs, tables and bleachers as needed for school activities and lunch
21. Maintains basic building cleanliness, operation and safety; reports major problems to building supervisor

Grounds

1. Generally maintains and cares for the school grounds as needed
2. Keeps premises, including sidewalks, driveways and play areas neat and clean at all times

All other District-related duties as assigned by supervisor

**ESSENTIAL FUNCTION:**

Regular and reliable attendance is an essential function of the job.

**TERMS OF EMPLOYMENT:**

Twelve months; salary to be determined by the Board of Education

**EVALUATION:**

Performance of this position will be evaluated annually by the building principal and building supervisor.