

Custodian Job Description

Hillsboro Public Schools

Updated October 7, 2022

CUSTODIAL STAFF GOALS

- ⊕ To maintain the physical school plant and grounds in such a condition that full educational and community use may be made of the school facilities.
- ⊕ To provide students, teachers and others with an attractive, safe, clean and efficient place in which to learn, meet, play, develop and work.

QUALIFICATIONS

- ⊕ Human relations are top priority because of daily contact with students, staff and faculty.
- ⊕ Communication skills are utilized daily.
- ⊕ Technical skills which involve utilization of power equipment such as tractors, snow blowers and mowers.
- ⊕ Demonstrated knowledge and expertise in basic techniques of electrical repair and maintenance, carpentry and grounds.
- ⊕ High school diploma or GED
- ⊕ Alternatives to the above qualifications as the board may find appropriate and acceptable.

Each Custodian Must Be:

- ⊕ Physically able to do the work.
- ⊕ In good health, free of chronic disturbances.
- ⊕ Of good character; should not be addicted to intoxicating liquors or habit-forming drugs.
- ⊕ Profane language should not be used.
- ⊕ Mentally alert and intelligent enough to follow printed instructions.
- ⊕ Neat in appearance. No inappropriate words/pictures on clothing.
- ⊕ Dependable.
- ⊕ Able to get along with children and adults.
- ⊕ Willing to grow in the job.
- ⊕ Willing to assume responsibility.
- ⊕ Learn to follow directions
- ⊕ Try to improve by learning the latest and best methods and materials to be used.
- ⊕ Does not accept other jobs that will interfere with his/her school job.

CUSTODIAL TIME SCHEDULE

Elementary Custodian 6:30 a.m. Part-Time 4:00 – 8:00 M-F after school -5:30 (vacuum) M-F;
5-8:00 p.m. M-F, weekends to thoroughly clean bathrooms, locker rooms, lobby and gym

High School Custodian (Day)
6:00-2:30

High School Custodian (Evening)
2:30 – 11:00 (Check out for ½ hour for meal time)

Exceptions made in case of emergencies: Furnace problem, water leaks, snow removal, etc. Also for various activities on the weekend. Exceptions will be approved by the Superintendent.

Breaks: Each custodian will be allowed one 15 minute break during the first and second four hours of his/her shift. Break times will be agreed upon with the Superintendent.

ELEMENTARY CUSTODIAN

Daily Responsibilities:

- ⊕ All lights turned on, check furnaces, fans, heaters and controls.
- ⊕ Clean classrooms.
- ⊕ Put down and take up lunch tables, work at dish return and clean floor after lunch.
- ⊕ Clean hallways.
- ⊕ Empty waster paper baskets.
- ⊕ Snow removal from sidewalks (seasonal).
- ⊕ Vacuum carpet in classrooms and runners in hallways.
- ⊕ Check furnace, fans and controls for night settings.
- ⊕ Lock all doors but office at 9:00 a.m. and open at 3:30-5:00 p.m.

Weekly Responsibilities:

- ⊕ Vacuum all carpeted areas.
- ⊕ Clean offices.
- ⊕ Dust and/or clean window sills, heaters and counters in classrooms and offices.
- ⊕ Look over plant's physical appearance for cleaning and maintenance.
- ⊕ Inform Supt. of all major items needing repair or to be replaced.
- ⊕ Deliveries to each school (food, paper, etc.)
- ⊕ Lobby

Monthly Responsibilities:

- ⊕ Dust where needed
- ⊕ Clean vents in classrooms, bathrooms and kitchen
- ⊕ Water down all drains for sewer gas purposes in all bathrooms, locker rooms and wrestling office

Other Responsibilities:

- ⊕ Scrub and wax all floors during summer break.
- ⊕ Snow removal when needed in the winter.
- ⊕ Keep boiler room in order and compliance for safety.
- ⊕ Keep custodian room and hallways clean
- ⊕ Maintenance and repair of building and grounds.
- ⊕ Regulate heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity.

- ⊕ Plan and assign and/or complete all grounds keeping chores, tree trimming, keeping the grounds free of rubbish, as necessary, to maintain the school grounds in a safe and attractive condition.
- ⊕ Report all major repair needs to the principal and make minor repairs as needed.
- ⊕ Arrange and assist in the loading, unloading, moving and proper storage of supplies, furniture and equipment.
- ⊕ Clean and dust trophy case every other month.
- ⊕ Comply with local ordinances and district policies and procedures for the storage and disposal of trash.
- ⊕ Assume responsibility for the proper use of chemicals both inside and outside of the building.
- ⊕ Maintain a high level of ethical behavior.
- ⊕ Participate in inservice required by the district.
- ⊕ Help in assigning, scheduling and training of permanent and temporary members of custodial staff.
- ⊕ Perform other duties as assigned by the principal or the superintendent.

HIGH SCHOOL CUSTODIAN (DAY)

Daily Responsibilities:

- ⊕ Turn on all lights; check furnaces, fans, heaters and controls.
- ⊕ Empty waste baskets in assigned hallways, locker rooms, Ag room, music room, coaches' room, stage and resource room before school.
- ⊕ Vacuum assigned carpet areas.
- ⊕ Raise the flag
- ⊕ Unlock doors from 7:00 – 9:00 a.m./lock at 9:00 a.m.
- ⊕ Get the mail from the post office
- ⊕ Clean anything left from the previous night's activity.
- ⊕ Set up lunch tables.
- ⊕ Sweep hallways at 9:00 a.m., 11:00 a.m. and 1:00 p.m.
- ⊕ Snow removal (seasonal).
- ⊕ Wash hallways when needed.
- ⊕ Sweep gymnasium at beginning & end of day.
- ⊕ Look for cleaning and maintenance in areas not already mentioned.
- ⊕ Clean and mop cafeteria
- ⊕ Clean drinking fountains.
- ⊕ Do a mid-day check for stocking on all bathrooms.
- ⊕ Check to ensure that exit lights are lit and that all exit doors are unlocked and all panic bolts are working properly during hours of building occupancy.
- ⊕ Keep janitor's room and boiler room clean and organized.
- ⊕ Communicate with evening custodian.
- ⊕ Check furnace, fans, heaters and controls for night setting.

Weekly Responsibilities

- ⊕ Keep a log on all major items being repaired or replaced (specify due date).
- ⊕ Look over plant's physical appearance for cleaning and maintenance.
- ⊕ Dust and/or clean window sills, heaters and counters in classrooms and offices.
- ⊕ Check and pick up outside area.

Other Responsibilities

- ⊕ Regulate heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity.
- ⊕ Maintain appropriate inventories and records required by the district and make requisitions for replacement and/or acquisition in a timely manner so as not to hinder regular operation.
- ⊕ Report major repair needs and property damage to the superintendent and make minor repairs as needed.
- ⊕ Assume responsibility for the proper use of chemicals both inside and outside the building(s).
- ⊕ Comply with local ordinances and district policies and procedures for the storage and disposal of waste products.
- ⊕ Help in the assignment, scheduling and training of permanent and temporary members of the custodial staff.
- ⊕ Participate in inservice training as required by the school district.
- ⊕ Maintain high ethical behavior.
- ⊕ Keep boiler room in order and in compliance for safety.
- ⊕ Maintenance and repair of buildings and grounds.
- ⊕ Perform other duties as assigned by the principal or superintendent.

ELEMENTARY/HIGH SCHOOL CUSTODIAN (EVENING)

Daily Responsibilities:

- ⊕ Discuss current status of building and prioritize work with the day custodian. Check on activities taking place that night and necessary set-up needed.
- ⊕ Clean classroom floors and hallway.
- ⊕ Empty classroom and hallway trash.
- ⊕ Take in flag.
- ⊕ Vacuum assigned office and classroom areas.
- ⊕ Disinfect/clean and sweep/mop bathrooms—sinks, toilets, sanitary dispensers and floors.
- ⊕ Clean locker rooms and empty garbage.
- ⊕ Lock all doors and shut off all lights before leaving the building.
- ⊕ Sweep shop and empty garbage daily.

Weekly Responsibilities:

- ⊕ Vacuum assigned carpet areas.
- ⊕ Clean w/disinfectant student desks.

- ⊕ Dust and clean window sills, heaters and counters in classrooms.
- ⊕ Disinfect door handles.
- ⊕ Check hand sanitizers.

Other Responsibilities:

- ⊕ Assist other custodians with the removal and application of floor finishes.
- ⊕ Assist in loading, unloading, moving and proper storage of supplies, furniture and equipment.
- ⊕ Clean windows, walls and doors when needed.
- ⊕ Clean and dust trophy cases/plaques when needed.
- ⊕ Comply with local ordinances and district policies and procedures for the storage and disposal of trash.
- ⊕ Report needed repairs and property damage immediately.
- ⊕ Perform general maintenance and repairs as necessary.
- ⊕ Maintain high level of ethical behavior.
- ⊕ Participate in inservice training as required by the school district.
- ⊕ Perform other duties as assigned by the principal or superintendent.

PREPARATION FOR ACTIVITIES

Game Nights

- ⊕ Sweep locker rooms before team arrive.
- ⊕ Sweep gym before and after game.
- ⊕ Assist coaches with equipment set-up as needed.
- ⊕ Set up ticket table if needed.
- ⊕ Wash halls after ball games. Wash other spills as necessary.
- ⊕ Check bathrooms for toilet paper and paper towels.
- ⊕ Set up chairs when needed. 12 each for teams on either side; 4 chairs for scorer's/time clock tables and 1 chair for shot clock if needed
- ⊕ 2 small white tables for scorer's and time clock; fundraiser tables i.e 50/50
- ⊕ Pull out bleachers before game.
- ⊕ Sweep and dust bleachers before and after game.
- ⊕ Set up microphone (Principal's office) and auxillary cord from fitness office
- ⊕ Be visible and accessible to help with any problems that may arise.
- ⊕ Turn on lights before and turn off lights after all activities.

Other Activities

- ⊕ Set up and dust chairs when needed.
- ⊕ Take down chairs after the event.
- ⊕ Sweep floor before and after the event.
- ⊕ Put out podium when needed.
- ⊕ Put out microphone and set sound system.
- ⊕ Pull out bleachers and sweep and dust them before and after the event.