

CUSTODIAN JOB DESCRIPTION

A custodian is responsible to maintain and protect the district facilities. The external and internal appearance of a building reflects on school personnel and on the community. It is important for a custodian, or janitor, to be careful and thorough in working, cleaning and tidying the premises, as well as preventing vandalism.

The role of a custodian role is to focus on building upkeep. He will have great physical endurance and a positive work ethic to cover a large space. A keen eye for detail and diligence are also imperative in custodial maintenance jobs. The immediate supervisor is the plant manager/superintendent.

Responsibilities:

1. Ensure spaces are prepared for the next day by taking out trash, tidying furniture, and cleaning whiteboards every day. Dust surfaces as needed.
2. Sweep floors every day. It is recommended that student desks are moved. Mop floors and vacuum carpets before it is evident that cleaning is needed.
3. Wash and sanitize toilets and sinks every day. Restock paper products. Clean graffiti off doors and walls immediately. Any hurtful or potential bullying graffiti should be reported to administration. Take or ask a coworker to photograph that type of graffiti before it is removed.
4. Wipe and clean mirrors, windows, and the glass windows in doors.
5. Hallways should be cleaned and swept when necessary. During seasons with snow and mud, care must be taken that hallways are clean and dry as to prevent falls and injuries.
6. All exits from the building must be accessible during winter. In the case of accumulating snowfall, paths from the school must be made so occupants can escape in case of fire and walk to a safe place away from the building.
7. Maintain outer premises by watering plants, trimming and mowing lawn, spraying weeds, cleaning entrances, and shoveling.
8. Utilize insecticides to prevent infestation when needed
9. Perform maintenance and minor repairs (replacing broken switches, fixing door handles, minor leaks etc.)
10. Perform and document maintenance in classrooms, HVAC equipment, floors, etc.
11. Report major damages, recommend when outside professionals need to be contacted, and oversee repairs.
12. Secure facilities after operating hours by locking doors, closing windows, and ensuring the school is unoccupied.
13. When appropriate, report student-created problems to the building principal and/or superintendent.
14. Work as a team member in assigned building and be receptive to helping in the other building.
15. Assist in cleaning the high school gymnasium after sporting events.
16. Take initiative and pride in daily work.
17. Assist staff members when help is needed in a friendly, timely manner.
18. Maintain a friendly, respectful demeanor with students, staff, and parents

End of Tioga PSD #15 Administrative Regulation DBCB-AR2.....Reviewed/Revised: 09/25/2017