

## **Custodian Job Description**

**Purpose:** The Custodian provides a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities. To accomplish these tasks the Custodian must work closely with the staff and administration of the district.

**Responsible to:** Principal

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Understand chemical hazards.
4. Work independently without supervision.
5. Experience and knowledge in the areas of electrical, maintenance, and carpentry.
6. Manually lift a minimum of 60 pounds.
7. Desire to continue career improvement by enhancing skills and job performance.

### **Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Requires stooping, kneeling, crawling, bending, turning, reaching, climbing and balancing.
3. Must move furniture or equipment within the building as required.
4. Must work in and around dust, fumes, and odors.
5. Must work in noisy and crowded environments, with numerous interruptions.

6. Must work indoors and outdoors year-round in a variety of temperatures.

**All Employees are expected to:**

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.
3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to changes and frequent interruptions in a productive and positive manner.

**Responsibilities:**

1. Ability to provide a clean, safe, attractive, and comfortable environment to ensure full and productive use of district facilities.
2. Keep building and premises (including sidewalks, driveways, and play areas) neat and clean and safe at all times.
3. Clean classroom and office floors daily. Dump pencil sharpeners. Dump trash and replace bags. Dust furniture. Line up desks. Clean blackboards, erasers, and chalk trays. Clean classroom sinks and monitor fountains for leaks.
4. Clean corridors each day. Dust locker tops, wash and repair as needed. Clean drinking fountains daily.
5. Mop restroom floors and clean all sanitary fixtures daily. Clean mirrors. Fill soap, towel, and toilet paper dispensers. Check restrooms after recess, lunch, and after assemblies.
6. Sweep bleachers, stage, and stairs. Clean behind bleachers and mop as needed.
7. Replace light bulbs as needed throughout the building. Remove gum, tape, and marks from floor and walls. Dust walls as needed. Clean air return and vent louvers as needed. Dust window ledges. Buff and recoat floor as needed. Wash windows inside and outside at least twice each year, and more frequently if necessary.

8. Open and close buildings each school day. Secure building. Doors may need to remain locked from the outside in certain areas.
9. Sweep, shovel, and sand walks as appropriate.
10. Raise the United States flag, Kansas flag and, where appropriate, the DARE flag before school commences and take down the same after school closing.
11. Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season, ensure economical usage of fuel, water, and electricity, and maintain mechanical equipment as directed.
12. Check emergency lights and fire extinguishers; fill in date and initial the tag.
13. Check daily to ensure all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
14. Ensure all doors and windows are secured and all lights are turned off (except as necessary for safety reasons) at the close of school each day.
15. Immediately report unauthorized persons on the school premises to the principal.
16. Immediately report damaged school property to the principal.
17. Make minor building repairs, and promptly report needed major repairs to the buildings and grounds supervisor.
18. Keep current on new information, innovative ideas and techniques.
19. Respond to information requests in a cooperative, courteous, and timely manner.
20. Keep student and personnel information and records confidential.
21. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
22. Perform such other duties as assigned from time to time.

**Term of Employment:** At will.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Board President

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Employee