

## Job Description

Position: Custodian  
Location: Mandaree School

### Duties and Responsibilities:

Primary job is to a safe and clean environment for students and staff.

#### Daily:

Vacuum or mop all floors  
Empty all trash receptacles  
Clean & Sanitize all bathrooms, urinal, toilets, mirrors, & wet mop floors  
Immediate clean-up of accidents  
Report excessive need for clean-up in any classroom/area  
Clean door windows and sanitize doors/handles/knobs  
Flag raising and taking it in  
Pick up trash on the grounds before 7:45 am  
Shovel snow & salt icy walkways before 7:45 am (seasonal)  
Remove gum  
Remove graffiti immediately  
Minor repairs  
Clean locker rooms daily

#### Weekly:

Dust shelves, locker tops, and window ledges  
Empty outside trash can weekly or sooner if needed  
Report excess need for clean up in any classroom/area  
Remove scuff marks on the walls  
Wet mop & sanitize staff bathrooms  
mow the lawn (seasonal)

#### Semi Annual (August & December)

Clean trophy cases  
Wash & disinfect trash receptacles  
Clean air handling vents  
Sweep, clean, wash bleachers down

#### Annual Summer:

Window cleaning inside & out  
Rue maintenance  
Detail cleaning — all nooks & crannies  
Paint/repair as needed or directed  
Clean, sanitize, repair, & remove gum from all desks, chairs, and bathroom walls  
Remove wax build up along seams of baseboard before waxing

#### Routine maintenance:

Replenish or replace paper towels, toilet paper, soap, air fresheners  
Spot painting

1. School janitor/custodian performs the full range of cleaning — tasks in assigned areas; to include offices, corridors, stairways, classrooms, bathrooms, store rooms, and other similar areas.

- a. Does all work orders in a timely manner and receives numerous compliments from school staff. Never has any call backs. Keeps tools, equipment and work area clean and well organized without any supervision.

## Custodian

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2. School janitor/custodian keeps stock of cleaning materials and equipment needed effectively maintain work areas.
  - a. Does all work orders in a timely manner and receives numerous compliments from school staff. Never has any call backs. Keeps tools, equipment and work area clean and well organized without any supervision.
3. School janitor/custodian performs minor maintenance on power cleaning equipment such as cleaning, oiling, and changing brushes, pulleys, and other accessories.
  - a. Does all work orders in a timely manner and receives numerous compliments from school staff. Never has any call backs. Keeps tools, equipment and work area clean and well organized without any supervision.
4. School personnel will maintain a positive attitude that will aid in relationship building.
  - a. Greets students/staff in a friendly manner and uses appropriate language; provides physical and emotional support to students when needed; demonstrates professionalism when meeting with parents; contact parents about appropriate and inappropriate behaviors either in writing or by phone.
5. Other duties as assigned by supervisor or administration
6. Is on time for all duties

## Physical Effort:

1. Must be able to lift 50 pounds as needed
2. Must be able to stand for extended periods

## Working Conditions:

1. Combination of indoor and outdoor settings
2. Later hours may be required for school related functions

## Qualifications:

1. Valid North Dakota Driver's License
2. Must follow the Drug and Alcohol Policy

## Evaluation:

1. Facilities Manager

