Iditarod Area School District

JOB DESCRIPTION

CUSTODIAN

TITLE: Custodian

REPORTS TO: Site Principal/Teacher

SUPERVISES: Not Applicable

LOCATION: School Site

DURATION: Exempt, Part-time position, up to 10 months per year.

QUALIFICATIONS:

1. Must possess valid Alaska Driver’s license.
2. Be in good to excellent physical condition, able to lift up to 70 pounds.
3. Able to read and understand various equipment instructional manuals.
4. Able to work cooperatively with other staff members and students.
5. Able to help establish and follow daily, weekly, and monthly routines that will insure the successful daily operation of the school.
6. Able to help develop student, staff and community pride in the physical condition of the school.
7. High School Graduate or GED.
8. Computer experience preferred.

JOB GOAL:

Under the supervision of the principal/teacher, the Custodian is responsible for maintaining an attractive, sanitary, and safe facility for students, staff and the public.

INITIAL DUTIES:

1. Attends in-service training (e.g., instruction on blood-borne pathogens, cleaning solvents, floor, care, first aide, etc.) for the purpose of receiving information on new and/or improved procedures.
2. Cleans school facilities (e.g., classrooms, gym, restrooms, multipurpose room, etc.) and maintain a sanitary, safe, attractive learning environment.
3. Daily attendance and punctuality are required to ensure the scope of the work can be completed.
4. Lift up to 30 pounds unassisted for the purpose of lifting equipment necessary to complete assigned tasks.
5. See CUSTODIAL WORK LOG
6. Follow district policies.

MANAGEMENT PLAN:

1. Performs assigned duties as outlined in the Custodial Work Log.

EVALUATION: Not less than once yearly in accordance to district policy.