

Tallassee Elementary School
Job Vacancy Announcement
Custodian

Apply to: Tallassee City Board of Education 308 King Street Tallassee, Al 36078
334-283-6864 or online at Teach in Alabama website

Salary: In accordance with the Tallassee City Schools Matrix for Custodians

Closing Date: Until Filled

Reports to: Principal and Assistant Principal

Job Goals: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play and develop.

Responsibilities:

- Keeps building and premises, including sidewalks, parking lots, play areas neat and clean at all times.
- Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of water and electricity.
- Checks daily to ensure that all exit doors are open and all panic bars are working properly during the hours of building occupancy.
- Sweeps and/or mops classrooms and labs daily and dusts furniture.
- Cleans corridors before school and after school each day, and during the day.
- Cleans bathroom toilets, sanitary fixtures, and floors daily.
- Clean drink fountains daily.
- Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
- Keeps grounds free from rubbish.
- Performs such year keeping chores as spraying herbicide, trimming shrubs, and other duties when asked by the administration.
- Keeps all floors in a clean and attractive condition and in a good state of preservation.
- Makes such minor building repairs as capable such as: change light bulbs and unclogging toilets.
- Report major repairs needed promptly to the assistant principal and maintenance coordinator.
- Remains on school premises during work hours.
- Assumes responsibilities for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
- Conducts an ongoing program of general maintenance, upkeep, and repair.
- Moves furniture or equipment within building as required for various activities and as directed by the administration.
- Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
- Complies with request made by the administration in a timely manner.
- Performs other such duties as required and/or assigned by the Superintendent.