

Custodian Small Building

Marshall Public School District Job Description

Position Title: Custodian Small Building

Department: Building and Grounds

Reports To: Principal and Director of Buildings and Grounds

SUMMARY: Works with little or no supervision. Cleans and services campus building areas. Performs a variety of custodial duties to maintain a sanitary, orderly, and attractive condition. Requires the use of mops, buckets, wringers, carts, vacuums, buffers, ladders, dusters, rags, cleaning chemicals, and other items necessary to accomplish the cleaning assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Works with Principal to ensure daily work schedule is met and schedules custodial services for special events.
- The employee must be able to follow established procedures and schedules for cleaning.
- Provide custodial services to offices, labs, classrooms, gyms, public areas, service areas, restrooms, utility rooms, hallways, stairwells, storerooms, and other areas as necessary.
- Will be required to dust mop, damp mop, wet mop, high dust, buff floors, vacuum, collect trash, spot clean or replenish supplies, in order to accomplish the cleaning responsibilities inherent with this position.
- Will be required to clean walls, floors, ceilings, windows, toilets, urinals, tubs, showers, sinks, beds, elevators, furniture, trash cans, doors, vents, pictures, baseboards, light fixtures, water fountains, televisions, bookcases, tables, desks, cabinets, drapes, telephones, custodial equipment or other items as necessary.
- Perform maintenance on equipment within the capabilities of the custodial staff which shall include but not limited to inspecting fire extinguishers, emergency lights and exit signs; oiling of motors; repair of toilets, urinals, chairs, desks, doors; replacing of light bulbs; cleaning of vents and ceiling tiles, ect.
- Perform monthly inspections of playgrounds and equipment.
- Set times on the flashing yellow traffic lights and check operations daily. Shut off when school is not in session.
- May be required to shampoo carpets, strip and refinish floors.
- May be required to move furniture, equipment, arrange rooms, or set-up rooms for meetings.
- Will be assigned to snow removal.

- Must become familiar with campus and departmental safety, security and Material Safety Data Sheets (MSDS).
- Must become familiar with and demonstrate an understanding of departmental, district, and Board Of Education Policies.

SUPERVISORY RESPONSIBILITIES: Supervises temporary summer staff

SPECIAL REQUIREMENTS: Must pass CPR and Defibrillator training provided by the school. The employee should be conscientious, dependable, prompt, be in good health, able to lift a minimum of 50 lbs and have good personal hygiene. Standing, bending, squatting, reaching, stooping, pulling, and pushing will be required. Cleaning of blood, human waste and other offensive items and odors are occasionally required.

EDUCATION and/or EXPERIENCE: High School Graduate or equivalent is required. Must have ability to follow oral, visual and written instructions. Two years experience preferred. Institutional experience is desirable.

EVALUATION: Performance of this job will be evaluated in accordance with the Board Of Education Policy.

TERMS OF EMPLOYMENT: Twelve - Month employee salary to be determined by the Board of Education. Paid holidays and vacation as set by the Board of Education Policy GDBDA available on line at the Marshall Public Schools web page.

