

## **9.13.02 CUSTODIAN**

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**Reports To:** Head Custodian, Coordinator of Custodial Services, Principal

**Dept/Campus:** Assigned Campus

**Wage/Hour Status:** Nonexempt

**Length of Contract:** 210

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### **PRIMARY PURPOSE:**

Follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

### **QUALIFICATIONS:**

#### **Education/Certification:**

Preferred high school diploma or GED

#### **Special Knowledge/Skills:**

Ability to read, understand instructions for cleaning, maintenance, and safety procedures  
Knowledge of minor repair techniques and building and grounds maintenance  
Ability to operate cleaning equipment and lift heavy equipment  
Ability to properly handle cleaning supplies

#### **Experience:**

None

The Board may find appropriate and acceptable alternatives to the above qualifications.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district patrons.
4. Develop and maintain a cleaning schedule that will include cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.
5. Keep school building and grounds, including sidewalks, driveways, parking lots, and play areas neat and clean.

## **JOB DESCRIPTION**

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6. Comply with local laws and procedures for storage and disposal of trash.
7. Assist with the cleanup in the cafeteria during breakfast and lunch periods, cleaning trays, removing trash, running dishes through dishwasher, etc., as directed by supervisor.
8. Maintain an inventory of cleaning supplies and equipment and inform campus lead custodian of supply needs.
9. Maintain a program of preventive maintenance to ensure the comfort, health, and safety of students and staff.
10. Make minor building repairs as needed and report major repair needs to principal if required.
11. Move furniture or equipment within building as directed by principal or supervisor.
12. Assume responsibility for opening and closing building each school day.
13. Establish procedure for locking, checking, and safeguarding facilities.
14. Check daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.
15. Inspect machines and equipment for safety and efficiency.
16. Operate tools and equipment according to established safety procedures.
17. Follow established safety procedures and techniques to perform job duties including lifting, climbing, handling chemicals, etc.
18. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
19. Present for students a positive role model that supports the school climate and mission of the school district.
20. Effectively communicate with colleagues, students, and parents.
21. Demonstrate behavior that is professional, ethical, and responsible.
22. Other duties as assigned.

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**EQUIPMENT USED:**

Buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer, low and high speed floor equipment (electronic and battery powered), furnisher, auto scrubber, sweeper, carpet extractor, gas/electric powered blower, lawn mower (if applicable), edger (if applicable), and weed eater (if applicable)

**WORKING CONDITIONS:**

**Physical Demands:**

Strenuous walking, standing, and/or climbing; heavy lifting and carrying; work outside and inside; exposure to hot and cold temperatures; exposure to dust, toxic chemicals, and materials; slippery or uneven walking surfaces; work on ladders

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Date Adopted: August 2, 2007

Last Revised:

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Employee

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Date

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Supervisor

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Date