

REQUIRED RESPONSIBILITIES

1. MATERIAL SAFETY DATA SHEETS (MSDS):

It is the responsibility of the lead custodian to keep a record of all MSDS for chemicals that they have in their possession. A copy of the MSDS sheet must also be provided to the school master log book. If a MSDS is not provided with a chemical or there is no record of a MSDS for any chemical, the custodian must contact the Operations Supervisor and one will be provided.

2. EQUIPMENT:

It is the responsibility of the custodian to ensure that all custodial equipment is in proper working order. If any equipment is in need of repair a work order request must be submitted.

3. FACILITY REPAIRS/WORK ORDERS:

It is the responsibility of the lead custodian to report and or send in a work order request for any building /grounds repairs. The custodian is expected to make some minor repairs such as changing lamps, minor flooring, etc. It is noted that custodial repairs will be limited and such repairs beyond those limitations need to be the responsibility of the maintenance department. For all urgent matters (safety issues such as broken playground equipment or stairs; no heat, water, electricity; or any other pressing facility issues that cannot wait to be fixed on the next preventative maintenance calendar visit); it is imperative that the custodian "Calls In" for a "Call Out"- meaning, call the Facilities Office in addition to the creation of a Work Request.

4. MAN LIFTS:

It is required for any custodian to be properly trained on how to safely use any of the district man lifts before they are allowed to use them.

5. CHEMICALS:

It is the responsibility of the custodian to request usage/training information on any chemical he/she is not familiar with. It is the responsibility of the custodian to train any substitute custodian on cleaning practices and the use of chemicals. It is the responsibility of the head custodian to train any new custodian assigned to their school on district procedures.

6. UNIFORMS:

Highline custodians do not have a standard uniform. All custodians must have a neat and clean appearance that follows the Highline School District dress code. Refer to School Board Policy 3224P: *Dress code- all employees must dress appropriately. Clean and neat attire, No tank tops or shorts on student days. Employees must adhere to the dress code for students, School Board policy #3224P (No logos or references to Alcohol or illegal substances)*

7. PROTECTIVE CLOTHING:

It is the responsibility of each custodian to ensure that they have the proper protective clothing for each task that they perform. Such gear is available upon request from the district warehouse, such as but not limited to:

- Coveralls
- Rubber, Latex, etc. Gloves

- Masks
- Floor Stripping Booties
- Eye Protection
- Ear Protection

Some items may not be regularly stocked in the warehouse so be sure to order them ahead of the time to allow the warehouse to order the items needed. Proper shoes for the job must be worn, and leather shoes or steel toed shoes should be worn when needed. No open toed shoes are allowed (sandals or flip flops).