

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Classified - Custodian
Reports To: Custodial Supervisor
Approved By: Board of Education

Approval Date: June 9, 2020

QUALIFICATIONS:

The employee has a 40-hour workweek with occasional required overtime and may be required to respond to emergencies. Must be able to lift 50 pounds. The employee shall have a high school diploma or general education degree (GED) plus vocational training or two years of experience and/or training; or equivalent combination and experience. Employees are expected to work with custodial staff in maintaining the school in a safe, clean, and healthy environment for students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inform supervisor of equipment failure.
2. Clean, dust mop, scrub and wax resilient floors as needed to protect floor finish.
3. Custodians shall clean and vacuum carpeting in rooms.
4. Custodians shall dry mop floors in rooms and hallways.
5. Empty wastebaskets and dispose of refuse in incinerator or waste container.
6. Custodians shall stock machines, paper towels, and toilet paper dispensers.
7. Scrub and disinfect shower rooms and restroom areas utilizing proper cleaning chemicals and techniques.
8. Change incandescent and fluorescent light bulbs.
9. Custodians shall clean blackboards and erasers as assigned.
10. Submit a request for supplies to the appropriate supervisor.
11. Clean and scrub walls, water fountains, sinks, bowls, and glass mirrors.
12. Assist with set-up and cleaning for night activities in the multipurpose room and gyms as necessary.

13. Custodians are responsible for securing buildings before leaving after each workday.
14. Custodians shall join other custodial staff in assuming responsibility for non-school sponsored functions held at school.
15. Custodians shall clean whiteboards and trays.
16. Operate scrubber machine, sweep, and mop.
17. Install pencil sharpeners, replace fuses, and be accountable for additional minor repairs to building, equipment, and furniture.
18. Custodians shall clean chairs and desktops in classrooms and office areas.
19. Custodians shall clean snow and ice from all walks and entrances to the building.
20. Keep custodial storage areas clean, neat, and free of combustible materials.
21. Custodians shall clean glass in windows both on the inside and outside.
22. Ensure exterior entries are clean and free of debris include areas within proximity of the doors.
23. The custodian shall perform other duties as assigned by the head custodian, superintendent, or out of necessity to fulfill the requirements of the position.