

WAUNAKEE COMMUNITY SCHOOL DISTRICT

PART TIME CUSTODIAN

Job Description

QUALIFICATIONS:

- 1) High school diploma
- 2) Job related training or skills
- 3) Good communication skills
- 4) Ability to assume responsibility, display initiative, and exercise good judgment.

REPORTS TO: Director of Facilities

GENERAL RESPONSIBILITIES:

Performs general cleaning, housekeeping and related work as required. The part time custodian shall help maintain the school facilities in an orderly manner and help keep the building safe and protect it from fire and water deterioration. The job demands the ability to bend and lift, stand and/or walk for extended periods of time, and to climb and reach. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

- 1) Clean classrooms, halls locker rooms, restrooms and any other rooms.
- 2) Replenish soap and paper supplies.
- 3) Empty trash and garbage containers.
- 4) Dust furniture, clean and polish fixtures on a daily basis.
- 5) Report any repairs that need to be made to building custodians.
- 6) Perform minor maintenance such as change light bulbs, ballasts, etc.
- 7) Load, lift or unload supplies and materials equipment, etc.
- 8) Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
- 9) Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

- 10) Perform other responsibilities as assigned by the Director of Facilities, Building Principal, or Head Custodian.
- 11) Promote a positive image of the District at all times.

Adopted: 4/22/91

Revised: March 1994
9/8/97

Waunakee Community School District