

**ST. TAMMANY PARISH SCHOOL BOARD**

**Covington, Louisiana**

**Job Description**

**TITLE:** Level II Custodian (FLSA Status: Non-Exempt)

- MINIMUM QUALIFICATIONS:**
1. U.S. Citizen or authorized alien
  2. High school diploma or its equivalent desired but not required
  3. Satisfactory completion of a two hour asbestos awareness training course within sixty days of employment
  4. Must be able to read and understand job and product directions
  5. Must be dependable, honest, and reliable

**REPORTS TO:** Head Custodian, Principal, Assistant Principal, Assistant Director of Custodial Services and Director of Maintenance and Custodial Services.

**SUPERVISES:** May supervise others in some situations as directed by Principal, Assistant Principal, Head Custodian, Assistant Director of Custodial Services or Custodial and Maintenance Director.

**JOB GOAL:** To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and develop.

**ESSENTIAL JOB FUNCTIONS:**

1. Keeps buildings and premises, including sidewalks, driveways, and play areas, neat and clean at all times.
2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
3. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
4. Sweeps classrooms daily and dusts furniture.
5. Cleans corridors as required.
6. Cleans and disinfects restrooms daily and cleans all sanitary fixtures and drinking fountains daily.
7. Washes all windows on both the inside and outside as required.
8. Keeps the grounds free from rubbish.
9. Performs such yard keeping chores as grass cutting, shrub trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
10. Keeps all floors in a clean and attractive condition and in a good state of preservation.
11. Cleans all chalkboards as required.
12. Makes minor building repairs.
13. Reports promptly to the head custodian major repairs needed.
14. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
15. Reports immediately to the head custodian any damage to school property.
16. Remains on the school premises during school hours, and during non-school hours, when the use of the building has been authorized, and his/her attendance is required by the person in charge of plant operations.
17. Conducts an ongoing program of general maintenance, upkeep, and repair.
18. Moves furniture or equipment within buildings as required for various activities and as directed by the person in charge of plant operations.
19. Complies with local laws and procedures for the storage and disposal of trash, rubbish and hazardous materials.
20. Regularly monitors all electrical installations in the school to ensure their safe condition.
21. Routinely monitors fire extinguishers for proper working condition.
22. Reflects professionalism in speech and manner towards students, parents, faculty, and other staff members.
23. Assists in the coordination of custodial duties and in the supervision of custodial tasks.
24. Performs the essential functions of the Head Custodian in their absence.
25. Shares responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
26. Strives constantly to promote safety, health, and comfort of the students and employees.
27. Assists in maintaining an adequate inventory of custodial supplies.
28. Performs routine maintenance and repair work, maintaining a high standard of safety, cleanliness, and efficiency.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:** Performs such other duties as may be assigned.

**PHYSICAL DEMANDS:**

1. Must be in good health.
2. Must possess skills and stamina to perform job responsibilities.
3. Must be able to perform tasks including the operation of equipment such as buffers, lawn mowers, weed-wackers, scrub and vacuum machines, tractors, hand tools, hand trucks, etc.
4. Must be able to physically perform tasks including mopping, stooping, bending, carrying cleaning, lifting, climbing ladders, pulling and reaching up and down.

**ENVIRONMENTAL CONDITIONS:** The Level II Custodian performs his/her duties inside and outside. The Level II Custodian can be exposed to temperature variations of hot and cold. Surfaces can be wet, slippery, and of a variety in inclines.

**TERMS OF EMPLOYMENT:** Twelve months per year; salary in accordance with current salary schedule.

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel. **The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to job content, organizational structure or state or federal laws.**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed and

Agreed to by: \_\_\_\_\_

Date: \_\_\_\_\_

(Incumbent)

\_\_\_\_\_  
Incumbent's Name (Please Print)

\_\_\_\_\_  
Employee Identification Number

Original – Human Resources Dept.

Copy – Supervisor

Copy- Employee

(Rev 7/2014 MJD)