CLARKSDALE MUNICIPAL SCHOOL DISTRICT
CUSTODIAN
JOB DESCRIPTION

QUALIFICATIONS:

1. Custodial experience preferred.
2. Satisfactory criminal background check and drug screening.

REPORTS TO:

Director of Facilities

JOB GOAL

To provide care, maintenance, cleanliness and safety of the school plant and grounds for the students and staff.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Perform routine maintenance, custodial and grounds services for safety and appearance.
2. Operate and maintain equipment in a safe manner.
3. Assist immediate supervisor in identifying needs relating to custodial, maintenance and safety issues.
4. Provide for the opening and/or securing of the facility as assigned.
5. Assist with lifting or moving heavy objects.
6. Utilize effective cleaning techniques.
7. Comply with local laws and procedures for the storage of flammable materials and disposal of trash.
8. Assist with grounds maintenance as required.

Employee Qualities/Responsibilities

9. Meet and deal effectively with the staff members, students, administrators and other contact persons using tact and good judgment.
10. Follow attendance, punctuality and other qualities of an appropriate work ethic.
11. Ensure adherence to good safety standards.
12. Model and maintain high ethical standards.
13. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

14. Exercise service orientation when working with others.
15. Keep supervisor informed of potential problems or unusual events.
16. Use effective, positive interpersonal communication skills.

CUSTODIAN (Continued)

17. Respond to inquiries and concerns in a timely manner.

System Support

18. Exhibit interpersonal skills to work as an effective team member.
19. Follow federal and state laws as well as School Board policies, rules and regulations.
20. Demonstrate support for the school district and its goals and priorities.
21. Demonstrate initiative in identifying potential problems or opportunities for improvement.
22. Maintain all required records.
    Perform other tasks consistent with the goals and objectives of this position.

Perform other tasks consistent with the goals and objectives of this position.