

**ST. MARY PARISH PUBLIC SCHOOLS  
CUSTODIAN I, II, III JOB DESCRIPTION**

**POSITION:** Custodian I, II, III

**REPORTS TO:** Principal of School and Head Custodian

**TERMS OF EMPLOYMENT:** 12-Months

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**OBJECT/FUNCTION:** 116/2620

**QUALIFICATIONS:** Must possess mechanical aptitude to indicate his ability; demonstrate aptitude or competence to perform assigned responsibilities; possess those qualities, which would indicate to the employing office the ability, temperament, and enthusiasm to work with others and around school children.

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Non-Exempt

**EVALUATION:** Performance of this position will be evaluated in accordance with provisions of the St. Mary Parish School Board Policy GBI-Evaluation.

**PERFORMANCE RESPONSIBILITIES:**

1. Perform all activities that are custodial in nature and deemed appropriate by Head Custodian or Administration.
2. Arrange furnishings and equipment for the purpose of providing adequate preparation for meetings, classroom activities, and events.
3. Attend district in-service training(s) for the purpose of receiving information on new and/or improved procedures.
4. Clean assigned school district facilities (e.g., classrooms, offices, gyms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe, attractive environment.
5. Assist in maintaining seasonal grounds work (lawn).
6. Deliver various items (e.g., supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate places.
7. Help to respond to immediate safety and/or operational concerns (e.g., facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning physical and educational environment.
8. Inspect school facilities for the purpose of ensuring it is suitable for safe operations and maintained in an attractive and clean condition, and identifying any repairs that may be necessary due to vandalism, equipment breakage, weather conditions, etc.
9. Lift up to 30 pounds unassisted for the purpose of lifting equipment necessary to complete assigned tasks.
10. Perform work at heights of up to 12 feet using ladders and/or scaffolding for the purpose of cleaning, changing light bulbs, replacing ceiling tiles, etc.
11. Prepare school facilities for daily operations (e.g., opening gates and building access doors, disarming security systems, turning on lights, raising flags, placing crosswalk signs, performing minor repairs, locking all doors, etc.) for the purpose of ensuring school facilities are operational and safe.
12. Secure school facilities and grounds for the purpose of minimizing property damage, equipment loss, and potential liability to the school district.
13. Service job-related machinery/equipment (e.g., adjusting, cleaning, and oiling vacuum cleaners, scrubbers, buffers, etc.) for the purpose of maintaining equipment in good working condition. Also changes brushes, pads, rollers, etc. on equipment.
14. Exhibit a working knowledge of the St. Mary Parish Policies and Procedures Handbook and St. Mary Parish Custodial Handbook.
15. Carry out any other duties as may properly come within the scope of said position or may be deemed necessary by the principal of the school.

**PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.

13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

**PHYSICAL DEMANDS:** The employee must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the employee is frequently required to stand, walk, speak, hear, and sometimes sit. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials. The employee is frequently exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The employee must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Annual physicals are required in accordance with job duties.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.).

**This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.**

I, \_\_\_\_\_, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_