



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Night Custodian

(Rev. 12/17/2012, Rev. 04/28/2016)

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### Qualifications:

1. Black Seal License
2. High school diploma or equivalent
3. Knowledge of cleaning methods and procedures, proper handling of hazardous materials
4. Good physical health and ability to perform assigned tasks
5. Minimum of one year of previous work related experience
6. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

### Reports To:

Custodial Night Supervisor

### Job Goal:

To provide a safe, clean and comfortable school environment.

### Performance Responsibilities:

1. Closes the building when required. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
2. Keeps building and premises, including sidewalks, driveways and play areas neat and clean at all times.
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. Cleans and dusts classrooms, offices, library and faculty room daily; empties waste baskets in these areas.
5. Cleans corridors after each school day, or when their condition requires it.
6. Cleans and sanitizes bathroom fixtures and floors each shift, and replenishes paper and soap supplies as needed.
7. Cleans and sanitizes all drinking fountains after each shift.
8. Cleans cafeteria dining areas after use.
9. Shovels, plows, salts and/or sweeps sidewalks, steps, driveways and parking areas as necessary.
10. Obeys all fire/safety and environmental laws and regulations relating to the plant operation.
11. Cleans chalkboards daily.
12. Moves furniture or equipment within the building as required for various activities and as directed by the Buildings and Grounds Supervisor, Night Supervisor and/or Principal.
13. Complies with all laws and procedures for the storage and disposal of trash, waste and debris.
14. Cleans all windows on both the inside and outside as scheduled.
15. Keeps all floors in a clean and attractive condition and in a good state of preservation.
16. Reports major repair needs promptly to the Building and Grounds Supervisor.
17. Performs related duties as assigned by the Building Principal, Night Supervisor or Building and Grounds Supervisor.
18. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.



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### Employment conditions:

Contract year:	July 1 to June 30
Job Family	Custodians
Pay Grade/Compensation Structure:	G16
Evaluation:	In accordance with Board policy
Job Code:	9600