

JOB TITLE: CUSTODIAN

QUALIFICATIONS:

1. A minimum of a high school diploma, equivalent (GED), or demonstrated proficiency through previous job experience and/or training in related performance responsibilities listed below.
2. Be able to read and interpret basic cleaning supplies directions and/or instructions.
3. Must be able to stoop, bend, lift up to 50 pounds and be on his or her feet for an 8 hour shift.

REPORTS TO: Head Custodian and Building Principal

JOB GOAL: To maintain all facets of the physical school plant to the highest standard.

PERFORMANCE RESPONSIBILITIES:

1. Wet mopping, dusting, floor finishing, window cleaning
2. Furniture and fixture cleaning
3. Body fluid cleanup
4. Maintains a clean and attractive campus
5. Minor electrical repair and knowledge of thermostats and HVAC equipment
6. General repair
7. Closes and locks all doors and windows at appropriate times
8. Observes and reports any persons in the building or on the grounds who are of suspicious nature
9. Maintains proper labeling of chemicals
10. Stores chemicals in appropriate location as recommended by manufacturer
11. Follows manufacturer's label instructions for chemicals
12. Keeps equipment clean and makes minor repairs
13. Follows proper procedures to have equipment repaired
14. Operates equipment as directed by manufacturer
15. Keeps items stored in a neat and orderly manner with appropriate amount of inventory
16. Locates all utility shut-offs and fire extinguishers
17. Wears safety equipment when necessary
18. Knowledge of procedures to follow in an earthquake, fire, tornado or flood
19. Perform other duties as assigned by supervisors.

EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed: _____ Date: _____
(Custodian)

Signed: _____ Date: _____
(Head Custodian)