

TITLE: CUSTODIAN

QUALIFICATIONS: Must pass physical exam
Must demonstrate aptitude or competence for assigned responsibilities
Must follow all rules and regulations set forth in the Custodial Negotiated Agreement

REPORTS TO: Building Principal/Night Crew Leader

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

PERFORMANCE RESPONSIBILITIES:

1. Keeps building and premises, including sidewalks, driveways and play areas neat and clean at all times.
2. Shovel, plow and sand walks, driveways, parking areas and steps as appropriate.
3. Checks daily and makes minor repairs, if needed, to all doors and panic bolts.
4. Sweeps classrooms daily, dusts furniture and spot or wet mops as needed.
5. Cleans corridors after school each day.
6. Scrubs, hoses down, disinfects toilet floors daily and cleans all sanitary fixtures and drinking fountains daily.
7. Washes all windows on both the inside and outside at least twice each year and more frequently if necessary.
8. Keeps the grounds free from rubbish.
9. Performs such yardkeeping chores as grass cutting, tree 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 at least once a week.
12. Makes such minor building repairs, as he/she is capable of.
13. Reports major repairs needed to the Head Custodian.
14. Reports immediately to the Head Custodian any damage to school property.

15. Remains on the school premises at all times during school hours, and during nonschool hours when his attendance is required by the Building Principal.
16. Assumes responsibility, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.
17. Checks and replaces all light bulbs and tubes.
18. Conducts an ongoing program of general maintenance, upkeep and repair.
19. Moves furniture or equipment within buildings as required for various activities and as directed by the Building Principal.
20. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.

TERMS OF EMPLOYMENT:

12-month year
Salary as per the Custodial Negotiated Agreement

EVALUATION:

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