

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana
Job Description

TITLE: Custodian (FLSA Status: Non-Exempt)

- MINIMUM QUALIFICATIONS:**
- 1. U. S. Citizen or authorized alien
 - 2. High school diploma or its equivalent preferred but not required
 - 3. Satisfactory completion of a two hour asbestos awareness training course within sixty days of employment
 - 4. Must be able to read and understand job and products directions
 - 5. Must be dependable, honest, and reliable

REPORTS TO: Head Custodian.

SUPERVISES: May supervise others in some situations as directed by principal, assistant principal head custodian, Assistant Supervisor of Custodial Services or Custodial and Maintenance Supervisor.

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

ESSENTIAL JOB FUNCTIONS:

- 1. Keeps buildings and premises, including sidewalks, driveways, and play areas, neat and clean at all times.
- 2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
- 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. Sweeps classrooms daily and dusts furniture.
- 5. Cleans corridors as required.
- 6. Cleans and disinfects restrooms daily and cleans all sanitary fixtures and drinking fountains daily.
- 7. Washes all windows on both the inside and outside as required.
- 8. Keeps the grounds free from rubbish.
- 9. Performs such yard keeping chores as grass cutting, shrub 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 as required.
- 12. Makes minor building repairs.
- 13. Reports promptly to the head custodian major repairs needed.
- 14. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
- 15. Reports immediately to the head custodian any damage to school property.
- 16. Remains on the school premises during school hours, and during non-school hours, when the use of the building has been authorized, and his/her attendance is required by the person in charge of plant operations.
- 17. Conducts an ongoing program of general maintenance, upkeep, and repair.
- 18. Moves furniture or equipment within buildings as required for various activities and as directed by the person in charge of plant operations.
- 19. Complies with local laws and procedures for the storage and disposal of trash, rubbish and hazardous materials.
- 20. Regularly monitors all electrical installations in the school to ensure their safe condition.
- 21. Routinely monitors fire extinguishers for proper working condition.
- 22. Reflects professionalism in speech and manner towards students, parents, faculty, and other staff members.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Performs such other duties as may be assigned by appropriate authority.

PHYSICAL DEMANDS:

- 1. Ability to stand and walk for extended periods (6–8 hours per shift)
- 2. Frequent bending, stooping, kneeling, and reaching
- 3. Ability to lift, carry, push, and pull up to **50 pounds** regularly
- 4. Ability to move heavy equipment or furniture (desks, tables, etc.)
- 5. Manual dexterity to operate cleaning tools and equipment (e.g., mops, buffers, vacuums)
- 6. Ability to climb ladders or step stools for tasks such as changing lights or cleaning high areas
- 7. Tolerance for exposure to cleaning chemicals, dust, and varying temperatures
- 8. Ability to work indoors and occasionally outdoors in different weather conditions

ENVIRONMENTAL CONDITIONS: The custodian performs his duties both inside and outside. The custodian can be exposed to temperature variations of hot and cold. Surfaces can be wet, slippery, and of a variety of inclines.

TERMS OF EMPLOYMENT: Twelve (12) months; salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Boards policy on Evaluation of Support Services personnel.

The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ DATE: _____

Signature indicates that the employee has received the performance responsibilities and evaluation instrument for the position.

Reviewed and Agreed to by: _____ DATE: _____
Employee

Employee’s Name (Please Print) Employee Identification Number