

Policy No: 412.01R2
Adopted: 4-13-2015
Revised:

JOB DESCRIPTION-CUSTODIAN

The night custodian/housekeeper is an "at will" employee assigned, supervised, and evaluated by the superintendent of schools. His/her duties shall include, but not be limited to the following:

1. Performing daily and scheduled housekeeping duties as directed by immediate supervisor to maintain a clean, safe, and attractive building.
 - A. Daily Tasks while school is in session
 1. Vacuum all mats.
 2. Sweep gym floors.
 3. Clean and sanitize drinking fountains.
 4. Sweep & mop hard surfaced floors and stairway.
 5. Vacuum and clean offices, classrooms, and hallways.
 6. Dump waste baskets that are located in classrooms, hallways, and offices.
 7. Clean locker rooms-sweep & mop floors; clean sinks, toilets, showers & minors; remove graffiti; empty trash cans; maintain deodorizing devices; and replenish toilet paper, towels, & soap as needed.
 8. Clean rest rooms- sweep & mop floors; clean sinks, toilets, & minors; remove graffiti; empty trash cans; maintain deodorizing devices; and replenish toilet paper, towels, & soap as needed.
 - B. Non-routine tasks as required while school is in session.
 1. Wash windows.
 2. Do minor painting when needed.
 3. Periodically wash mops and rags.
 4. Dusting library books and shelves.
 5. Keep walls clean and free of marks.
 6. Removing spots from floor covering.
 7. Attend staff meetings when requested.
 8. Clean glass in doors and display areas.
 9. Report discipline problems to the principal.
 10. Report supply needs to the Superintendent.
 11. Clean desk tops, chairs; remove writing and marks.
 12. Dusting shelves, ledges, and fan blades as needed.
 13. Attend all school sponsored evening activities unless otherwise directed by the superintendent. This duty may be equally divided between custodians and maintenance personnel.
2. Assisting organizations in using school facilities.
3. Assisting in preparing for extra activities such as plays, banquets, and graduation.
4. Assisting in carrying out the following duties as directed:
 - A. Snow removal
 - B. Replacing light bulbs.
 - C. Assisting in the delivery of supplies from one section of the school to another.

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5. Performing the following specific duties: A. Summer Cleaning
 1. Shampoo all carpets.
 2. Paint areas as needed.
 3. Clean walls in all hallways.
 4. Strip and wax all tile floors.
 5. Clean each room and contents.
6. Seeing that all exterior doors and windows are secured before leaving. Checking all interior doors and seeing that building equipment is secure.
7. Maintaining confidentiality of sensitive information related to staff, students, and parents.
8. Maintaining a cooperative working relationship with all personnel, students, and patrons.
9. Performing other tasks and duties as assigned. During summer months assignments may be adjusted by the superintendent of schools.

10. Minimum physical requirements for the position:

Activity	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing				X
Walking				X
Sitting	X			
Bending/ Stooping			X	
Reaching/ Pulling			X	
Climbing		X		
Driving	X			
Lifting 50# Max.		X		
Carrying 30#1.		X		
Manual Dexterity Tasks'			X	

'Operate various manual tools and electrical appliances (vacuum cleaner, buffers, hand tools, etc.). Knowledge of minor repair of equipment necessary.

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11. Personal skills, qualities, and personality traits required for this position.
 - A. Possess effective oral and written communication skills.
 - B. Skilled in human relations, leadership, decision making, organization, priority setting, and conflict management.
 - C. Be able to face controversy, withstand pressure, participate in continued education activities, and have a goal—based philosophy for the duties performed.
 - D. Be positive, helpful, and have good time management skills because this position demands accuracy, promptness, long range planning, once a year duties, monthly duties, etc.
 - E. Demonstrate good personal qualities such as moral and ethical behavior, self—confidence, common sense, and good judgment, which will allow the individual to perform in the school at a high level of respect and trust.

12. Minimum educational requirements and experience.
 - A. High School Education or equivalent.
 - B. Must be able to follow instructions.
 - C. Ability to work with minimal supervision.
 - D. Preference will be given to individuals with previous custodial experience.

13. This position may require the individual to work in extreme climatic or temperature conditions. The individual may need to work outside during inclement weather.

14. This position may require the individual to attend some evening activities, both in the building and at athletic events. Some overtime hours may be necessary.

15. May be exposed to such hazards as solvents, dust, hot surfaces, water pressure, steam, drafts, and infectious diseases.

16. Must be able to operate power equipment.