

- I. TITLE:** Custodian
- II. QUALIFICATIONS:**
1. Ability to follow directions and perform tasks correctly.
  2. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
  3. Posses good human relations skills.
  4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- III. REPORTS TO:** Building Custodial Supervisor/Building Principal
- IV. JOB GOAL:** To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.
- V. PERFORMANCE RESPONSIBILITIES:**  
(This is a general job description. The exact duties will be determined by building assignment).

Buildings:

1. Opening and Closing
  - a. Assumes responsibility for the security of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, excepts those left on for safety reasons, are turned off.
2. Cleaning
  - a. Keeps buildings neat, clean, and safe at all times.
  - b. Participates in the general cleaning and maintenance of the school building.
  - c. Sweeps classrooms daily and dusts furniture.
  - d. Cleans corridors after school each day, and during the day when their conditions require it.
  - e. Scrubs, hoses down, and disinfects rest rooms daily, and cleans all fixtures and drinking fountains daily.
  - f. Washes all windows on both the inside and outside at least twice a year, and more frequently if necessary.
  - g. Cleans all chalkboards at least once a week.
  - h. Buffs and scrubs floors as needed and directed.
3. Maintenance and Repairs
  - a. Participates in necessary painting and general repairs.
  - b. Performs emergency repair or cleaning services as necessary.
  - c. Maintains classroom and gym floors.
  - d. Refinish seats, desks, and furniture as needed.
  - e. Assists with basic building maintenance as qualified.
  - f. Change lights when necessary.
4. Other
  - a. Assist in setting up chairs, tables, and bleachers as needed for school activities and lunch.
  - b. Maintains basic building cleanliness, operation, and safety. Reports major problems to building supervisor.

Grounds:

1. Generally maintains and cares for the school grounds as needed.
2. Keeps premises, including sidewalks, driveways, and play areas neat and clean at all times.

