

TITLE: Custodian

QUALIFICATIONS:

1. High School Diploma or GED preferred.
2. Must be able to follow instructions and work without close supervision.
3. Must obtain a CDL license, Class B with P & S endorsement within 90 days of employment.

REPORTS TO: Principal, Maintenance Coordinator

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 the building and grounds neat and clean at all times.
2. Regulates heat/air conditioning systems to provide temperature appropriate to the season and to ensure economical usage of all utilities. Minimizes utility use during times that the students are not in school.
3. Shovels or treats all entrances and walkways during ice and snow events as appropriate.
4. Checks daily to ensure all exit doors are locked and secure. Checks often to see that all doors and hardware operate properly. Sets the alarm system as needed.
5. Cleans floors daily and more often as conditions require.
6. Cleans/dusts furniture regularly and as needed.
7. Scrubs, cleans, and disinfects all bathroom floors and fixtures daily.
8. Cleans and disinfects all drinking fountains twice daily and more often as directed by the principal.
9. Washes all windows, inside and outside, as needed.
10. Maintains school property including but not limited to cutting grass, tree trimming, weed eating, brush removal and pest control.

11. Makes minor repairs as needed. Inspects all maintenance requests to determine the proper manner to insure repair. Reports major repairs to the principal and Maintenance Department.
12. Maintains a regular schedule of service to all motorized and mechanical equipment.
13. Reports immediately any property damage or vandalism to the principal.
14. Maintains a regular schedule as designated by the principal. This may include opening and closing the building and completing a check sheet of tasks performed during a work day.
15. Keeps an inventory of all supplies and equipment and makes requisitions of all needed items.
16. Moves any furniture or equipment as directed by the principal.
17. Changes air filters monthly and light bulbs and ballasts as needed.
18. Maintains all records as required by OSHA, MSDS and safety including proper disposal. This includes any record keeping as required by the Maintenance Department.
19. Serves as a substitute bus driver at the assigned school or any other school as required.

TERMS OF EMPLOYMENT: Ten, eleven or twelve months. Wages and work time will be established by the Board.

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

Approved by: _____ **Date:** _____

Reviewed and agree to by: _____ **Date:** _____
(Employee)