

## **Job Description**

Title: Custodian

Qualifications:

1. Must be able to read basic operating instructions and write reports.
2. Demonstrate aptitude or competence for assigned responsibilities.
3. Any alternatives to the above qualifications as the Board may find appropriate or acceptable.

Reports To: Building Principal

Terms of Employment: Twelve-month work year with salary to be established by the Board with fringe benefits to be as established by the Board.

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. Regulates heat and ventilation systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water and electricity.
3. Shovels, plows, and sands walks, driveways, parking areas and steps as appropriate.
4. Checks daily to ensure that all exit doors are open and that all panic bolts are working properly during the hours the building is occupied.
5. Sweeps classrooms daily and dusts furniture.
6. Cleans corridors after school each day and during the day when their condition requires it.
7. Cleans and disinfects toilet floors daily and cleans all sanitary fixtures and drinking fountains daily.
8. Washes all windows, both inside and outside, as often as may be necessary.
9. Keeps the grounds free of rubbish.
10. Performs grounds keeping chores such as grass cutting, tree trimming and flowerbed tending to maintain the school grounds in a safe and attractive condition.
11. Cleans all chalkboards daily.
12. Makes building repairs within capabilities.
13. Reports the need for major repairs or any damage to school property promptly to the principal.
14. Maintains a regular servicing schedule on all motors and other mechanical equipment that require scheduled servicing.
15. Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and attendance is required by the principal.

16. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.
17. Keeps an inventory of supplies, equipment and fuel on hand and requisitions needed supplies far enough in advance so that they may be delivered in time to not hinder the performance of custodial duties.
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 principal.
20. Complies with local laws and procedures for the storage and disposal of supplies, trash, rubbish and waste.
21. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
22. Raises the United States and Wyoming flags at or before 8:00 AM on each school day and lowers them at or after 4:00 PM.
23. Assists in the summer preventative maintenance programs established for the school. This type of work can be, but is not limited to, repainting, sanding, finishing, stripping and waxing floors, and minor repairs involving carpentry skills.
24. Will be an active participant in school district inservice training programs.
25. Performs additional duties as may be assigned by the building principal.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on the evaluation of support staff.

Revised: May 20, 1999