

**REGULATION
STAFF
JOB DESCRIPTION--CUSTODIAN**

TITLE: Custodian

QUALIFICATIONS: Be of good health
Demonstrate aptitude for successful fulfillment of assigned performance responsibilities

REPORTS TO: Superintendent

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, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
3. Shovels, plows, and/or sands the walks, driveways, parking areas, and steps, as appropriate.
4. Checks daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
5. Sweeps classrooms daily, dusts furniture, and empties trash.
6. Cleans corridors after school each day, and during the day when condition requires it.
7. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
8. Washes all windows on both the inside and outside at least once each year, and more frequently if necessary.
9. Keeps the grounds free from rubbish.
10. Performs such yard keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
11. Keeps all floors, doors, and walls in a clean and attractive condition and in a good state of preservation.
12. Cleans all chalkboards at least once a week.

13. Paints and makes such minor building repairs as he/she is capable of and assists general mechanics in remodeling and renovation work.
14. Reports major repairs needed promptly to the superintendent.
15. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing, including replacing all venting screens on a regular scheduled basis.
16. Reports immediately to the principal any damage to school property.
17. Assumes responsibility for the opening and closing of the building each 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.
18. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the superintendent far enough in advance that they may be delivered at such times as will not hinder the custodian in his duties.
19. Conducts an ongoing program of general maintenance, upkeep, and repair.
20. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
21. Conducts periodic inspections and tests of all electrical and gas installations in the school to insure their safe condition.
22. Assumes responsibility for the general fire safety of the building.
23. Performs emergency repair or cleaning services as necessary.
24. Maintains storerooms in a clean and orderly fashion.
25. Performs other assignments requested by the administration.

TERMS OF EMPLOYMENT: Two hundred forty (240) day contract

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support personnel (staff).