

**Job Title:** Custodian

- Qualifications:**
1. Certification of good health signed by a licensed physician.
  2. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
  3. Ability to read simple cleaning instructions.
  4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** Principal/Director

**Performance Responsibilities:**

1. Keeps buildings and premises in assigned areas, including sidewalks, driveways, and play areas, neat and clean.
2. Regulates heat, ventilation, and air conditioning systems as requested to provide temperature appropriate to the season and to insure economical usage of fuel, water and electricity.
3. Checks daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
4. Sweeps or vacuums classrooms daily and dusts furniture in assigned areas.
5. Cleans corridors after school each day and during the day when their condition requires it.
6. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
7. Washes all windows on both the inside and the outside at least one time each year, and more frequently if necessary.
8. Keeps the grounds free from rubbish.
9. Keeps all floors in a clean and attractive condition and in a good state of reservation.
10. Cleans chalkboards as directed.

**Custodian (cont'd)**

11. Makes such minor repairs as needed.
12. Reports all other repairs needed promptly to the principal/director.
13. Reports immediately to the principal/director any damage to school property.
14. Remains on the school premises during established work hours.
15. Assumes responsibility, as requested, for the opening and/or closing of the building each school day and for determining before leaving that all doors and windows are secured, and all lights turned off except those left on for safety reasons.
16. Keeps an inventory of supplies and equipment, and requisitions such needed replacements far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties.
17. Moves furniture or equipment within buildings as required for various activities and as directed by the principal/director.
18. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
19. Assists with keeping ground as assigned.
20. Is regular and punctual in attendance.
21. Performs duties in a manner that promotes good public relations.
22. Maintains confidentiality of any School System related business.
23. Develops and maintains proper and professional relationship with students and other employees.
24. Performs other job-related tasks that the principal/director may reasonably assign.

**Terms of Employment:** Salary and work year to be established by the Board.