

Position Title Custodian

Band/Grade A-1-2-2

Immediate Supervisor Custodial Manager

Job Summary (Basic Purpose of Position)

To ensure cleanliness, safety and security of assigned unit
To maintain a pleasant environment for faculty, staff,
students and the public.

Supervisor

Employee

*Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
**Note: Remember to list each major job function prior to listing of routines, duties, skills and performance standards.					
1. Performs routine cleaning tasks a. Cleans and disinfects restrooms b. Thorough cleaning of classrooms and offices using standard cleaning procedures c. Corridor/entryway cleaning procedures d. Gymnasium cleaning e. Clean and disinfect locker rooms f. Vacuuming g. Set up/clean up activities for athletic programs, special events as requested by school principal or custodial manager h. Relamp light fixtures i. Adjust hours to comply with scheduled events j. Snow removal, outside entry clean up immediately outside building k. Minor maintenance items l. Leave notice of observed irregularities m. Contributes constructive information to substitutes	Al Al Al Al Al Al Al Al Al Al Al Al Al Al Al	D D D D D D D D D D D D D D D		1. Knowledge of: a. Applicable district policies b. The use of cleaning chemicals and neutralizers c. School facilities d. Limited plumbing, electrical and heating theory e. Various equipment used f. School schedules g. Various floor problems h. Proper floor finishes i. Cleaning chemicals j. Carpet stains and cleaning k. Painting techniques 2. Ability to: a. Cooperate with staff members b. Analyze cleaning problems c. Relate effectively with others d. Communicate e. Promote good public relations between the custodial department and administration, students and the public.	Evidence will indicate that: 1. Unit is cleaned daily a. Restrooms were cleaned and disinfected daily. Paper and soap dispensers filled b. Classrooms and offices were clean, desks straightened, maintenance problems reported c. Corridors, entryways are clean. Entry glass free from spots. Graffiti is removed. d. Floor is swept daily, tape and marks removed. e. Lockerrooms were clean, supplies restocked. f. Carpets and entry mats were vacuumed. g. Activities are set up as requested by the principal or custodial manager and cleaned up in time to allow routine school activities to continue. h. Light fixtures have working light bulbs in them. i. Snow is removed from entryways in the morning before school begins. Trash is picked up around building, sidewalks free of debris

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
2. Performs summer cleaning duties <ul style="list-style-type: none"> a. Refinish all hard surface floors b. Shampoo carpet areas c. Refinish gymnasium floor d. Classrooms, offices, rest-rooms and corridor areas thoroughly cleaned e. Assist with moving furniture, supplies between buildings and classrooms f. Paint lockers, walls, ceilings, playground equipment, parking lines where needed and as time allows 	Al Al Al Al Al Al	A A A A A A		3. Skills of: <ul style="list-style-type: none"> a. Operating various cleaning machines b. Using small tools, ladders c. Painting 	j. Examples include but are not limited to: Drapes work properly, toilets and sinks operate properly, doors close properly, other duties as assigned to the best of the custodians abilities k. Work orders are turned in on items relating to maintenance beyond the custodians capabilities.
3. Complies with District and department procedures <ul style="list-style-type: none"> a. Attends mandatory training sessions b. Follows chain of command in organization c. Required paper work completed on time d. Uses safe procedures and practices 	Al Al Al Al	D M D D			2. Building is cleaned and ready for the beginning of school <ul style="list-style-type: none"> a. All hard surface floors were stripped or shower scrubbed and new finish applied b. Carpets were shampooed, free from spots c. Gym floor was cleaned and refinished to provide a smooth playing surface d. Walls were washed, light fixtures, furniture and windows cleaned in each area. e. Custodian willingly assists with moving activities f. Painting is completed in those areas assigned. 3. Evidence exists that District and departmental procedures are complied with <ul style="list-style-type: none"> a. Training sessions being attended b. Chain of command is followed c. Paperwork completed by due date d. Safety practices and procedures are observed.