

## **Cottonwood Joint School District No. 242**

### **Custodian Job Description**

#### **QUALIFICATIONS:**

1. Knowledge of and ability to apply skills pertaining to general school care and maintenance.
2. Ability to use time efficiently and to complete work quickly and well.
3. Willingness to work around children and demonstrate patience toward staff and student untidiness.
4. Ability and willingness to search out tasks that need to be taken care of without being told or reminded.
5. Ability to organize tasks around a daily and weekly schedule and to follow that schedule.

#### **JOB GOALS:**

1. To help to provide a safe, clean, sanitary, comfortable and attractive environment for working and learning.

#### **PERFORMANCE RESPONSIBILITIES:** Custodians will:

1. Communicate daily with the building administrator concerning special requests, tasks etc.
2. Keep building clean, safe and attractive at all times.
3. Help keep playground areas, sidewalks, lawns etc. clear of litter and in an attractive condition.
4. Checks daily to see that all exit doors are open and all panic hardware is working properly.
5. Sweeps and vacuums floors daily and dusts at regular intervals.
6. Cleans corridors after school every day and during the day when needed.
7. Cleans and disinfects lavatory and locker room floors daily.
8. Washes windows inside and out at least twice each year and more frequently when needed in special areas.
9. Promptly reports vandalism and damage to the facilities to the building principal and to the maintenance supervisor.
10. Promptly removes all graffiti and other products of vandalism from walls, floors, furniture etc.
11. Moves furniture and equipment within the building when required for various activities. Requests assistance from maintenance staff when needed.

12. Keeps an accurate inventory of supplies and requisitions the needed supplies through the maintenance supervisor.
13. Complies with local and state laws regarding the storage and disposal of flammable and hazardous materials.
14. Other such tasks as may be assigned by the building administrator from time to time.
15. Machine scrub and wax all floors in the summer.

**TERMS OF EMPLOYMENT:** Custodians will be considered as “at will” employees and will work for a ten month period each year to include four weeks during the summer vacation. Summer work is to be scheduled with the building principal and the maintenance supervisor. Custodians will not be expected to work on official holidays except for extreme emergencies, but will be expected to work, at the discretion of the building principal, during the extended vacation periods such as the Christmas break and spring break

**EVALUATION:** Performance will be evaluated annually in accordance with the Board’s policy on the evaluation of classified staff.