

## **Custodian** – Job Description

Reports To: Principal/Assistant Principal/Head Custodian

### Qualifications:

1. No minimum educational requirements.
2. Ability to understand job related instructions.
3. Ability to communicate effectively with staff and students.
4. Basic knowledge of reading and mathematics.
5. Ability to operate scrubbers, buffers, carpet cleaners, and other cleaning related machinery and tools, and ability to perform minor repairs on equipment.
6. Ability to understand chemical hazards.
7. Ability to work independently without supervision.

### Duties:

1. Is present at work everyday, on time, and performs all duties as assigned effectively and efficiently.
2. Is neat and professional in appearance befitting the job they provide the school system.
3. Shall exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students, and the public.
4. Clean building by performing such activities as:
  - sweeping, dusting, mopping, stripping and waxing floors;
  - cleaning windows;
  - removing trash from buildings;
  - cleaning blinds, lighting fixtures, etc.;
  - cleaning restrooms and other sanitary facilities and water fountains;
  - cleaning chalkboards;
  - changing light bulbs;
  - may be required to clean up body waste, or body fluid spillage.
  - Clean grounds to keep them free of trash, rubbish, etc.
5. Check emergency lights and fire extinguishers, reporting any problem to head custodian.
6. Perform minor repairs as needed, or report same.
7. Ensure that all doors are locked and windows secured at the close of each school day.
8. Adhere to all health and safety policies and procedures.
9. Perform other duties as assigned by supervisor.