

JOB TITLE: Custodian, Assistant Custodian

FULL TIME X PART TIME

CLASS:

Sedentary

Light

Medium

Heavy X

Very Heavy

REQUIREMENTS:

- A. Education Level: High School Diploma or GED; Attend annual custodial school
- B. Certification or Licensure: Certificate of completion applied toward levels of training
- C. Experience Desired: Previous experience desired, but not required
- D. Other Requirements: Annual physical

REPORTS TO: Superintendent; Principal; Board of Education

RECEIVES GUIDANCE FROM: Superintendent; Principal; Board of Education

ESSENTIAL FUNCTIONS:

NOTE: Specific duties and responsibilities vary and may change from time to time.

DAY SERVICE: The day custodian will be available for the entire school day. This person will be responsible for maintaining boilers, locking doors, putting up the flag and other items as agreed upon. This will include the removal of snow, lawn care and maintenance of all school property. Trash will be put in outside receptacle provided by the school.

EXTRA-CURRICULAR ACTIVITIES: All extra-curricular activities such as volleyball, wrestling, basketball, music programs, drama, etc.

DAILY:

Classrooms/Instructional Areas (Including Music & Voc Ag Classrooms)

- *Dust mop floors/vacuum carpets
- *Spot mop floors/spot clean carpets
- *Clean chalk trays and chalkboards and erasers
- *Dust furniture, ledges, etc.
- *Empty wastebaskets

Lockers, Showers & Restrooms (Including Kindergarten & Workroom)

- *Empty wastebaskets, sanitize and spot clean
- *Empty sanitary napkin receptacles
- *Replace liners in wastebaskets, if used
- *Clean and refill all restroom dispensers
- *Clean mirrors and chrome fittings
- *Clean and sanitize sinks and fixtures
- *Clean and sanitize toilets
- *Clean and sanitize urinals
- *Sweep floors

- *Wet mop floor with disinfectant
- *Spot wash walls, partitions and doors
- *Clean shower doors and fixtures
- *Clean mirrors

Library

- *Vacuum carpets
- *Empty wastebaskets and pencil sharpeners
- *Clean tabletops
- *Clean all glass

Gymnasium & Stage Area

- *Dust mop floor
 - *Spot mop floor as needed
 - *Help set up and clean up before and after activities held in gym
 - *Empty trash containers
 - *Spot clean doors, walls and glass
 - *Dust bleachers, as needed
 - *Clean under bleachers after each event involving concession stand
- Old Gym
- *Inspection (check doors, water and heat)
- Administrative Offices
- *Empty all wastebaskets and other designated receptacles and dispose of in proper receptacle provided by building
 - *Remove finger marks and smudges from light switches, walls and doors
 - *Dust mop and vacuum traffic lane areas
 - *Spot clean desktops
 - *Spot clean floors
 - *Spot clean or vacuum furniture
- Cafeteria and Kitchen
- *Empty all wastebaskets and other designated receptacles and dispose of in proper receptacle provided by building
 - *Remove finger marks and smudges from light switches, walls and doors
 - *Spot clean interior door and partition glass
 - *Dust mop hard floors
 - *Damp mop and sanitize hard floors
 - *Set up and remove tables
- Copy Room
- *Remove finger marks and smudges from light switches, walls and doors
 - *Spot clean interior door and glass
 - *Dust mop traffic lane areas
 - *Spot clean desktops
 - *Clean floors
 - *Spot clean or vacuum furniture
- Corridors, Main Lobby and Entrances
- *Empty all wastebaskets and other designated receptacles and dispose of in proper receptacle provided by building
 - *Remove finger marks and smudges from light switches, walls and doors
 - *Spot clean interior door and partition glass
 - *Clean and sanitize drinking fountains
 - *Dust mop and vacuum traffic lane areas
 - *Spot clean desktops
 - *Spot clean or vacuum furniture
 - *Vacuum carpets

WEEKLY:**Classrooms/Instructional Areas (Including Music & Voc Ag Classrooms)**

- *Wash desktops and table tops
- *Wet mop hard floors complete
- *Dust horizontal surfaces

Library

- *Dust all areas (Remove cobwebs)

Old Gym

- *Mop floor
- *Check trash

Administrative Offices

*Vacuum carpets, two times per week

*Dust mop hard floors

*Dust all horizontal surfaces

*Sanitize phones

Cafeteria and Kitchen

*Dust and remove cobwebs

Copy Room

Wet mop hard floors

Corridors, Main Lobby and Entrances

*Damp mop hard floors

*Dust horizontal surfaces between 30"-70" high

*Machine polish traffic lanes, two times per week

*Sanitize phones

MONTHLY:

Classrooms/Instructional Areas (Including Music and Voc Ag Classrooms)

*Refinish elementary floors

Sanitizing Lockers, Showers and Restrooms (Including Kindergarten and Workroom)

*Wipe face of lockers

*Clean tops of lockers

*Dust all surfaces (walls, ceilings, etc.)

Old Gym

*Check fire alarm system

Administrative Offices

*Vacuum carpet edges and other areas too difficult to reach with upright vacuum cleaner

Corridors, Main Lobby and Entrances

*Vacuum carpet edges and other areas too difficult to reach with upright vacuum cleaner

*Dust surface above 70" and below 30"

*Machine polish and recoat hard floors as necessary to maintain a satisfactory appearance

9 WEEKS

*Refinish secondary floors

AS NEEDED

*Spot clean woodwork, doors, doorknobs and glass partitions

CHRISTMAS BREAK/EASTER BREAK

Hallways

*All hallways will be refinished

Classrooms and Library

*Shampoo carpets

Restrooms/Locker Room areas

*Machine scrub and disinfect floors and minor maintenance

Administrative Offices

*Shampoo carpet

ANNUAL

*Completely wash all walls, partitions and fixtures

*Shampoo and clean carpets

*Machine scrub and recoat hard floors

SUMMER

Classrooms/Instructional Areas (Including Music & Voc Ag)

*All floors stripped to remove build up and ground in soil

*Refinish all tile, applying necessary seal and anti-slip, black mark resistant, metal interlock floor finish

*All walls cleaned free of pencil, ink and other type marks and dirt

*All desks washed inside and out

*All desktops cleaned and free of pencil and ink marks

*All ledges, window sills, light fixtures, chalkboards, bookcases, coat racks and other flat surfaces washed and cleaned free of dust and dirt

*All interior windows cleaned

*Sinks, sink fixtures and mirrors to be cleaned and disinfected

*All trash containers washed and disinfected

*Shampoo all carpets

*All classroom toilets:

-Mirrors cleaned and polished

-Sinks cleaned and polished

-Toilets cleaned and disinfected thoroughly

-Floor scrubbed and dirt and wax build up removed

-Dirt, marks removed from walls, doors and woodwork

-All supplies replenished

Hallways, Stairways and Landings

*All floors stripped to remove build up and ground in soil

*Refinish all tile applying necessary seal and anti-slip, black resistant, metal interlock floor finish

*All entry windows and door glass to be cleaned and polished

*All handprints, marks and dirt to be removed from walls

*All rails, ledges, light fixtures to be washed and cleaned free of dirt and dust

*Clean and polish all drinking fountains

*Clean and shampoo all entrance carpets

*Scrub stairs and landings free of dirt and wax

*Wash lockers inside and out

Administrative Offices

*Clean and polish all desks

*All ledges, light fixtures, partitions, walls, doors to be cleaned free of dust and dirt

*Clean all windows

*Clean all door glass

*Clean and shampoo all carpets

*Clean and disinfect all trash containers

Library

*Clean and shampoo all carpets

*Clean and polish all desks

*Clean and polish all bookshelves

*Clean free of dust and dirt all windowsills, ledges, flat surfaces, light fixtures

*Clean all windows

*Clean all door glass

*Strip hard surface floors as needed to remove all build up and ground in soil

*Refinish all tile, applying necessary seal and anti-slip, black mark resistant metal interlock floor finish

Restrooms

*Clean and polish all mirrors

*Clean and polish all sinks

*Clean and disinfect all toilets and toilet seats

*Clean and disinfect all urinals

*Wash and disinfect all walls, partitions, doors and heating units

*Clean all light fixtures

*Scrub all floors - strip down and refinish

*Replenish all supplies

Gymnasium

*Wash bleachers, all seats, footboards and faceboards

*Machine scrub (Gym seal and applicator to be furnished by the Board of Education)

*Clean walls

*Wet mop steps

Windows

*Wash and clean

Locker and Shower Rooms

*Wash all lockers inside and out

*Wash walls

*Machine scrub floors with disinfectant

General

-wash all desks, tables, chairs, baseboards, etc.

-wash exterior of all wall heaters

-all toilet and shower rooms will be washed and sanitized completely

-retag all fire extinguishers

-all light diffusers and light tubes will be cleaned in all areas of the building

PHYSICAL REQUIREMENTS:

	Never 1%	Occasional 1-32%	Frequent 33-66%	Constant 67%+
A. Standing			x	
B. Walking			x	
C. Sitting		x		
D. Bending/ Stooping			x	
E. Reaching/ Pushing/Pulling			x	
F. Climbing		x		
G. Driving		x		
H. Lifting 70# Max			x	
I. Carrying 25 Ft.			x	
J. Manual Dexterity Tasks: Specify:			x	

OTHER REQUIREMENTS (Intellectual, Sensory):

Ability to deal with diversity of people.

Ability to organize own time and tasks

Physical attributes sufficient to meet the demands of the position - walking, lifting, endurance and working under stress, time and heat pressures.

WORKING CONDITIONS:

A. Inside Outside Both X

B. Climatic Environment: Extremes of weather during outside activities (heat, snow, ice, wind, etc.)
Most classrooms are not air-conditioned and are subject to extremes of temperature and humidity.

C. Hazards:

Asbestos	Stairs	Slippery surfaces
Inclement weather	Moving equipment	Communicable disease
Dust	Bleachers	Chemicals
Natural gas	Electrical equipment	