

JOB TITLE: CUSTODIAN

JOB QUALIFICATIONS: Previous work experience involving the performance of duties similiar to those listed under job description below is highly desirable.

- A. The applicant should have knowledge of basic cleaning methods, care of equipment, and maintenance of equipment.
- B. Have the ability to understand and follow directions.
- C. Be physically able to perform manual labor.
- D. Have the ability to quickly learn schedules and the proper procedure for use of equipment and supplies.
- E. Have the ability to work cooperatively.

JOB DESCRIPTION: The general duties and responsibilities of the custodian shall be but not limited to the following:

- A. Clean assigned facilities and contents by one or more of the following procedures: sweeping, moping, scrubbing, waxing, stripping, polishing, vacuuming, dusting, shampooing.
- B. Assist in moving and arranging rooms for special events.
- C. Make minor non-technical repairs.
- D. Be responsible for operating and adjusting heating and cooling equipment.
- E. Replace light bulbs as needed.
- F. Be responsible for building security by locking and unlocking doors and gates.
- G. Remove trash from facilities.
- H. Refill soap, towel and tissue dispensers.
- I. Maintain school grounds by picking up paper and other debris, mowing grass, watering grass trimming shrubbery cleaning sidewalks and landscaping.
- J. Perform other duties as may be assigned by the principal.