

Policies of the Board of Education

Section E Personnel

CUSTODIAN

500.40

REPORTS TO:

Principal

Director of Building and Grounds

QUALIFICATIONS, TRAITS & ABILITIES

1. Ability to lift up to 50 lbs.
2. Ability to ascend and descend ladders up to 30 feet.
3. Exhibits cooperation in working with the administrator, teachers, parents, and other adults.
4. Shows care and concern for all persons in the school, including students.
5. Communicates effectively with persons outside the school, including maintenance and contracted personnel.
6. Keeps the the Director of Buildings and Grounds informed of status of equipment problems including emergency, electrical, heating, plumbing, etc.
7. Completes tasks and projects promptly but never at the expense of quality work.

JOB RESPONSIBILITIES:

1. Sweep all floors in assigned area.
2. Vacuum all entranceways where carpet exists in assigned wing.
3. Vacuum assigned rooms with carpet as needed. At least three times a week completely vacuum each room with carpet.
4. Dust assigned area, as needed.
5. Wash all windows in assigned area, as needed.
6. Check all bathrooms daily for trash, vandalism, toilets in need of flushing, replenish paper and soap.
7. Completely clean assigned bathrooms daily.
8. Remove garbage from assigned area daily. Remove trash from building.
9. As necessary, keep all entranceways clear of snow and ice.
10. Report any problem areas to Director of Building and Grounds and/or Principal.
11. Note any maintenance discrepancies.
12. Perform other duties as may be assigned by Director of Building and Grounds or Principal.

TERMS OF EMPLOYMENT:

As per contract.

Adopted by the School Board on May 22, 2007