

TITLE: Custodian
QUALIFICATIONS: Be physically able to handle assignments made by the Head Custodian. Be responsible for accomplishing the specific objectives of the position. Know how to use the different tools and equipment available.
SUPERVISOR/REPORT TO: Head Custodian

DUTIES AND RESPONSIBILITIES:

1. The duties shall include, but are not limited to the following: floor and carpet maintenance, stairway and hallway maintenance, furniture and equipment care, chalkboard care, summer housekeeping – in other words, washing walls, painting, assist with mechanical boiler and electrical operation, yard and playground care, snow removal, daily drinking fountain, locker and toilet room maintenance and sanitation, assist with hot lunch program, window maintenance, wash and empty wastebaskets, simple building repair and restoration, safety from fire hazards to loose handrails.
2. The custodians are to cooperate with all staff members and perform custodial duties with respect to teacher and pupil schedules.
3. The custodian is to be courteous and well-mannered in contacts with the students, staff, and the public.
4. The custodian is to seek continual improvement in knowledge and quality of work.
5. The custodians are to lock all doors and secure the buildings.
6. The custodian, on a rotation basis, is to be on duty at extra curricular activities or evening school functions scheduled in the school.
7. If the custodian leaves the school plant he will notify the head custodian.
8. The custodians will be expected to perform any and all duties pertaining to the care and upkeep of the building and grounds of the McLaughlin School District as prescribed and assigned by the head custodian.
9. The custodians are to be prompt in reporting to work. During the summer the custodians are to work four ten hour days per week.
10. During the school term and summer, the custodians are to work at the discretion of the head custodian.
11. Proficient in Microsoft Office and use up-to-date technology to support instruction; including promethean board use and other electronic devices for assessment and content.
12. Duties as assigned.

Agreed to by: _____ Date: _____
Employee

Approved by: _____ Date: _____
Superintendent

It is understood that all situations cannot be covered in this job description. The best interests of the school, the students, and the staff will be considered in all circumstances and handled by the administration quickly and fairly. Each situation is different and will be handled on an individual basis.