



*Mission: Strengthen **M**astery, **C**ollaboration, **H**igh Expectations, and **S**uccess for All Students.*

Custodian

Job Summary

The custodian has the primary responsibility for cleaning the campus in such a way to promote health and safety while reducing the spread of infection. It is the role of the custodian to follow daily, weekly and monthly cleaning schedules at the campus including, but not limited to, the classrooms, kitchen, office areas, bathrooms, storage areas and entrances. The custodian may also be responsible for performing additional duties not stipulated below. These additional duties may include general building and grounds maintenance, laundry, etc.

Job Responsibilities:

- Follows and completes campus daily, weekly and monthly cleaning schedule. These duties include:
 - Collects and bags all garbage from the campus
 - Disinfects and cleans garbage and trash cans, and changes bags
 - Washes and sanitizes bathrooms with germicidal solution
 - Clean all washable floors daily including kitchen, bathroom, office and classroom
- Washes bathroom, kitchen, classroom and other windows and walls
- Vacuums all carpeting daily
- Sweeps and clears entrance spaces, daily
- Dusts, washes and sanitizes other surfaces as specified in schedule
- Performs other cleaning duties as specified in schedule
- Refills paper towel, tissue, toilet paper and hand soap in all dispensers
- Changes light bulbs, as needed
- Reports the following to the Custodial Supervisor:
 - Presence of animals or insects
 - Need for cleaning supplies or equipment repair in advance
 - Water leaks, and other maintenance needs
 - All other health and safety hazards noticed
- Participates in emergency drills and environmental safety activities, as requested
- Attends and participates in campus per-service and in-service training.
- Performs other duties as specified in job description addendum or as assigned.
- Other duties as assigned by custodial supervisors.

Job Skills/Requirements



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- Considerable physical activity. Requires physical work; heaving, lifting, pushing or pulling required objects up to 50 lbs.
- Must be able to stand for extended periods of time.
- Must be a team player, dependable, and reliable.
- Attention to detail and conscientiousness.
- Employees must be able to work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.
- Must complete fingerprints, background check, and physical to begin work..