

BOGALUSA CITY SCHOOL DISTRICT
Department of Human Resources
JOB DESCRIPTION

TITLE	Custodian (FLSA Non-Exempt)
REPORTS TO	Principal
TERMS OF EMPLOYMENT	Twelve months (251 days). Workday is eight (8) hours a day. Salary and work year to be established by the Superintendent.

MINIMUM QUALIFICATIONS:

- United States citizen or authorized alien.
- General knowledge and experience of building cleaning practices, supplies, and equipment and the ability to use them economically and efficiently
- Evidence of reliable work experience (performance and attendance)
- High School Diploma or GED
- Physical and mental stamina and ability to perform job functions, tasks and duties.

OVERVIEW OF THE POSITION: To provide custodial services at assigned site; ensuring an attractive, sanitary, and safe facility for students, staff, and visitors.

PERFORMANCE RESPONSIBILITIES:

1. Opens and closes buildings.
2. Daily and routinely turns switch on and off to operate heating systems or bleeds out boiler
3. Notifies immediate supervisor of need for major repairs.
4. Mows grass and weed eats grass in areas that tractor operator is unable to mow.
5. Reports to and leaves from school site at times designated by the Principal.
6. Prepares site for daily operations (e.g. opening gates, raising flags, etc.) for the purpose of ensuring facilities are operational and hazard free.
7. Inspects school facilities for the purpose of ensuring that the site is suitable for safe operations and maintained in an attractive and clean condition.
8. Cleans (e.g. sweep, vacuum, mop, etc.) assigned school facilities (e.g. classrooms, offices, restrooms, grounds, etc.) for the purpose of maintaining a sanitary, safe, and attractive facility.
9. Assures each restroom at times designated by the Principal, is checked and the following is done: picks up any paper or trash on the floor, cleans any writing off walls or stalls, places toilet paper in the toilet paper holders and paper towel in the paper towel dispenser.
10. Sweeps and wet mops each restroom with cleaner/disinfectant, cleans mirrors, lavatories, commodes and urinals with cleaner and disinfectant at the times specified by the Principal, daily.

- 11. Picks up limbs, trash, etc. on the campus and removes any debris that is unsightly or could cause damage, injury or accidents.**
- 12. Empties lunchroom trash cans daily.**
- 13. Ensures storage rooms or buildings are neat at all times. (No combustible material, flammable materials, or chemicals are to be stored in areas near gas flame or return air.)**
- 14. Performs minor maintenance and repairs (e.g. change light bulbs, oil doors, etc.) for the purpose of ensuring a functional facility.**
- 15. Repairs furniture and equipment as required (e.g. faucets, toilets, light fixtures, etc.) to ensure that items are available and in safe working condition.**
- 16. Assures that the air conditioning filters are changed once per month.**
- 17. Maintains supplies and equipment (e.g. cleaning solutions, mops, paper products, etc.) to ensure the availability of items required to properly maintain the facility.**
- 18. Arranges furniture and equipment to prepare for meetings, classroom activities, & special events.**
- 19. Paints areas (e.g. classrooms, offices, restrooms, etc.) as directed by the Principal.**
- 20. Buffs areas assigned by the Principal at times to be coordinated with the Principal.**
- 21. Attends in-service training (e.g. floor care, maintenance training, etc.) for the purpose of receiving information on new and/or improved procedures.**
- 22. Assists central office personnel at the school when needed (e.g. supplying material needed, stored at site, in a timely manner).**
- 23. Complies with all school opening and COVID-19 policies and procedures including, but not limited to, those governing facial coverings, food service, hygiene, cleaning, student monitoring, transportation, etc.**
- 24. Performs other duties and assumes other responsibilities as assigned by the Principal.**

While the operation of the Bogalusa City School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

SALARY SCHEDULE: See salary schedule as established by the Bogalusa City School Board.

EVALUATION: Shall be evaluated in accordance with the Bogalusa City Schools' Personnel Evaluation Plan.

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive and the position may require other essential and/or non-essential functions as assigned by the Superintendent.

REVIEWED AND AGREED TO BY

Signature of Evaluatee

****My signature acknowledges that I hereby accept the job description as the job duties that are expected of me.**

Printed Name of Evaluatee

Date