

## **JOB DESCRIPTION**

**TITLE:** Custodian  
(Category A)

**LOCATION:** Various

**FLSA EXEMPT:** No

**REPORTS TO:** Building Principal  
Manager of Environmental Services

**ANNUAL WORK DAYS:** 260

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### **Essential Duties and Responsibilities**

- Directly responsible to the Head Custodian.
- Perform all phases of the housekeeping and operations assigned by the Head Custodian.
- Perform work required for the routine cleaning and upkeep of the building.
- Mop, sweep, scrub floors and other surfaces.
- Clean, renovate, and renew floor surfaces.
- Clean and dust furniture, exhibit cases, fixtures, windows, doors, trim, and related furnishings.
- Wash and/or clean windows and door glass.
- Move furniture, supplies, and miscellaneous equipment as directed.
- Collect all waste paper and debris and dispose of according to building operations.
- Clean and service all toilets and restrooms.
- Clean drinking fountains and wash basins.
- Report items that require repair.
- Lock and secure all doors and windows before leaving building at the end of the day.
- Perform all other such duties assigned by the Head Custodian, Principal, or Supervisor of Buildings and Grounds.
- Report any injury or accident immediately. Assist the head custodian in filling out the proper forms relating to the injury or accident.

## **Primary Relationships**

- **Manager of Environmental Services and Principal:** All personnel in the school building are under the supervision of both the Manager of Environmental Services and the principal. Custodians will be responsible for directions given directly by the principal or through the head custodian.
- **Head Custodian:** The custodian is responsible directly to the head custodian in the building.
- **Supervisor of Custodial Services:** The custodian shall be under the technical supervision of the supervisor for custodial services's office. He or she shall be responsive to instructions or recommendations of the supervisor relative to the manner in which the job is performed. The supervisor of custodial services is the primary source of information and guidance in the performance of head custodian duties.
- **Teachers:** Custodians, as members of the building support staff, are requested to be responsive to reasonable requests of teachers for assistance. The principal will indicate guidelines for the extent and scope of such assistance.
- **Students:** The custodian's first concern with students shall be for their safety and well being. Conduct towards students must at all times be exemplary. The attitude should be one of helpfulness within the limits of assigned duties.