

Custodian Job Description

USD 315 Colby Public Schools

Supervisor: Director Of Maintenance

Cleaning:

Dust lockers/items in halls & dressing rooms. (Bi-Weekly)
Dust classrooms, furniture & equipment (Weekly)
Clean & disinfect desktops and all door knobs. (Weekly)
Empty trash containers & replace liners (Daily)
Remove marks from Walls, floors & doors (As Needed)
Clean classroom windows. (Weekly)
Clean storage areas & stairways to the basements. (Daily)
Clean building entrances, thresholds, doors, windows & rugs (Daily)
Clean and disinfect drinking fountains. (Daily)
Clean and disinfect restroom floors and all sanitary fixtures. (Daily)
Sweep gym floors. (Daily)
Scrub gym floors. (Weekly)
Vacuum/sweep classrooms, hallways. (Daily)
Empty pencil sharpeners. (Daily) Repair/replace. (As needed)
Spot clean carpets. (As needed)
Clean grounds of debris. (Daily)

Maintenance:

Make minor repairs and replace light bulbs. (As needed)
Maintain towel, soap and other dispensers. (Daily)
Report any damages, repair or maintenance issues to the Supervisor. (As needed)
Sweep, mop, strip, wash and nourish floors. (As needed)
Scoop snow/ice from sidewalks and apply ice melt. (As needed)
Check to ensure all entrance doors work correctly: open, close and lock. (Daily)

Other Duties:

Inform supervisor when supplies are required. (As needed)
Load/unload materials delivered to school. (As needed)
Secure building doors and windows, lights off except security lighting. (Daily)
Move furniture/ equipment for various activities. (As needed)
Work activity events as agreed upon by the Supervisor. (As needed)
All other duties as assigned by Supervisor. (As needed)
Maintain timesheets. (Daily)
Timely completion and submission of all leave/sick/time cards/requests.

Work Period:

Summer: 7-12/1-4 Winter: 2-6/6:30-10:30pm
15 minute breaks, middle of work period.
Remain at the assigned school building during work hours.
Physical requirements/Working Environments:

Requires prolonged (more than 50% time) standing, walking and climbing.

Frequently (more than 30% time) physically move, lift, carry, pull or push not over 50 lbs items.

Job is performed with some temperature extremes and hazardous work conditions.