



# MARION COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

TITLE: Custodian/Maid

QUALIFICATIONS:

1. Demonstrated aptitude or competence for assigned responsibilities
2. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal

SUPERVISES: N/A

TERM OF EMPLOYMENT: 245 Days

ESSENTIAL DUTIES:

1. Keeps building and premises, including sidewalks, driveways, and play area neat and clean at all times.
2. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
3. Checks daily to ensure that all exits doors are open and all panic bolts are working properly during the hours of building occupancy.
4. Sweeps/vacuums classrooms daily and dusts furniture.
5. Cleans corridors each day, and during the day when their conditions require it.
6. Scrubs and disinfects toilets and floors daily, and cleans all sanitary fixtures and drinking fountains daily.
7. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
8. Keeps the grounds free from rubbish.
9. Performs such yard-keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
10. Keeps all floors in a clean and attractive condition and in a good state of preservation.
11. Makes minor building repairs as needed.
12. Reports major repairs needed promptly to the head custodian.
13. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing, where appropriate.
14. Reports immediately to the principal any damage to school property.
15. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and attendance required by the principal.
16. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights except those left on for safety reasons, are turned off.
17. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in a timely manner that will not hinder the custodian in his duties.
18. Conducts an ongoing program of general maintenance, upkeep, and repair.
19. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
20. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.

21. Performs such other related duties as assigned by the principal.

EVALUATION: Performance of this job will be evaluated as outlined in Board Policy for Support Staff

STATUS: Non-Exempt