

SPRING HILL SCHOOL DISTRICT



Custodial

Title	Custodian
Purpose	The Custodian provides a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities. To accomplish these tasks the Custodian must work closely with the staff and administration of USD 230.
Supervision	Director of Facilities, Custodial Supervisor and Buildings Administrator
Benefits	<ul style="list-style-type: none"> • Fringe benefits as scheduled by the Board of Education. • 12 Sick Days leave per year, accumulative to seventy (70) days • 1 Day Personal leave per year, un-accumulative. One (1) additional personal day may be taken and deducted from sick leave. • 2 Days Bereavement leave per year, un-accumulative. One (1) other bereavement day may be taken and deducted from sick leave. • Vacation .83 days per month = 10 days per year (1-5 years of employment, 15 days per year (6 + years of employment) • 13 paid holidays
Required Qualifications	<ul style="list-style-type: none"> • High school diploma or equivalent. • Ability to read chemical labels. • Ability to work independently without supervision. • Desire to continue professional growth
Physical Requirements & Conditions	<ul style="list-style-type: none"> • Requires prolonged sitting or standing. • Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials up to 50 lbs. • Requires stooping, kneeling, crawling, bending, turning, and reaching. • Requires climbing and balancing. • Must work indoors and outdoors year-round. • Must work in noisy and crowded environments. • Must work in and around dust, fumes, and odors. • Ability to read safety data sheets (SDS)
General Responsibilities	<ul style="list-style-type: none"> • Provide a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities. • Ensure that all activities conform to district guidelines. • Communicate effectively with all members of the school district and community. • React to change productively and handle other tasks as assigned. • Appropriately operate all equipment and machinery as required. • Support the value of an education. • Support the philosophy and vision of USD 230.

Essential Functions

- Keep buildings and premises (including sidewalks, driveways, and play areas) neat and clean at all times.
- Clean classroom and office floors daily. Dump pencil sharpeners. Dump trash and replace bags. Dust furniture. Line up desks. Clean whiteboards, erasers, and marker trays. Clean classroom sinks.
- Clean corridors each day. Dust locker tops, wash and repair as needed. Clean drinking fountains daily.
- Mop restroom floors and clean all sanitary fixtures daily. Clean mirrors. Fill soap, towel, and toilet paper dispensers.
- Sweep bleachers, stage, and stairs. Clean behind bleachers. Mop as needed.
- Throughout the building, replace light bulbs as needed. Remove gum, tape, and marks from the floor and walls. Dust walls as needed. Clean air return and vent louvers as needed. Dust window ledges. Buff and recoat floor as needed. Wash windows inside and outside at least twice each year, and more frequently if necessary.
- Sweep, shovel, and sand walks as appropriate.
- Close buildings each school day.
- Raise the United States and Kansas flags before school commences and take down the same after closing unless properly illuminated during all hours of darkness.
- Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
- Check emergency lights and fire extinguishers, fill in the date and initial the tag.
- Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Ensure that all doors and windows are secured and all lights are turned off (except as necessary for safety reasons) at the close of school each day.
- Immediately report unauthorized persons to the Principal.
- Immediately report damaged school property to the Principal.
- Move furniture or equipment within buildings as required.
- Maintain mechanical equipment as directed.
- Make minor building repairs, and promptly report needed major repairs to the Custodial Supervisor and/or Director of Facilities.
- See that district policies are observed at all times.
- Keep abreast of new information, innovative ideas and techniques.
- Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- Meet all district and building guidelines / procedures for the position.
- Other duties as assigned by the Director of Facilities, Custodial Supervisor, Head Building Custodian, or Administrative Staff.