

# West Carroll Board of Education

## Job Description

Descriptor Term:

**Custodian**

Board Policy Reference

5.013

### QUALIFICATIONS

1. High school diploma or GED equivalent

### REPORTS TO

Principal

### JOB GOALS

To provide students and staff with a safe, attractive, comfortable, clean and efficient place in which to learn, play, work and develop.

### DUTIES

1. Keeps building and premises, including sidewalks, driveways and play areas neat and clean.
2. Regulates heat, ventilation and air conditioning systems to provide temperature appropriate to the season and to insure economical usage of fuel, water and electricity.
3. Checks daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
4. Sweeps and/or vacuums classrooms daily and dusts furniture.
5. Scrubs, mops and disinfects toilet floors daily and cleans all sanitary fixtures and drinking fountains daily.
6. Sweeps and mops cafeteria after meals each day. Cleans other areas of cafeteria as directed by principal.
7. Cleans corridors after school each day and during the day when their condition requires it.
8. Washes all windows on both the inside and the outside at least one time a year, and more frequently if necessary.
9. Makes minor repairs and performs maintenance duties as needed.
10. Reports needs for major repairs promptly to the principal.
11. Reports immediately to the principal any damage to the school property.
12. Remains on the school premises during established work hours, and during non-school hours when the use of the building has been authorized and attendance is required by the principal.
13. Attends work on a regular basis.
14. Reports work-related injuries as required.
15. 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 turned off, except those left on for safety reasons.
16. Keeps an inventory of supplies and equipment, and requisitions needed replacements from the principal on a timely basis.
17. Moves furniture or equipment within buildings as required for various activities and as directed by the principals.
18. Complies with appropriate laws and procedures for the storage and disposal of trash, rubbish and waste and maintains acceptable health and safety standards regarding the use of cleaning chemicals, disinfectants, etc. as directed.
19. Adheres to rules and regulations.
20. Performs other related duties as may be assigned.

## **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed 40 pounds with frequent lifting and/or carrying of objects weighing up to 10 pounds, such as furniture and equipment.

Physical dexterity, mobility, and strength to stoop, climb, lift heavy weights, reach parts and supplies. Ability to climb and work from ladders.

## **WORK CONDITIONS**

Normal working environment.

## **TERMS OF EMPLOYMENT**

Salary and work year to be established by board of education with recommendation from Director Of Schools

## **SELECTION BY**

The Director of Schools with acknowledgement by the board of education.

## **EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board's policy *On Evaluation Personnel*.

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.