

**JOB TITLE:**

Custodian

**REPORTS TO:**

Director of Maintenance

**WORK YEAR/DAY:**~~233 Days~~ 240 Days,  
8 hrs per day**SALARY GRADE:**

Classified Salary Sched. IV

**SCOPE OF RESPONSIBILITIES:**

The custodian is responsible for the daily cleaning and maintenance of the building and grounds. The custodian is also responsible for maintaining tools and equipment in good repair and assuring they are secured at the end of the work schedule.

**PERFORMANCE RESPONSIBILITIES:**

1. Cleans offices, classrooms, restrooms, corridors, windows, walls, floors, and furniture.
2. Uses/operates electric sweepers, floor machines, wet/dry vacuums, and other equipment.
3. Follow usage instructions/dilution ratios of cleaning chemicals and other custodial products.
4. Polices grounds and walks and assures they are cleared of broken glass and other dangerous objects, that walks are free and clear of ice and snow, and that the grounds are neat and well-kept.
5. Informs the Director of Maintenance when supplies or cleaning equipment needs replenishing.
6. Informs the Director of Maintenance when maintenance projects beyond their abilities and/or time constraints are needed or anticipated.
7. Assures the buildings are locked and equipment is secured.
8. Assures that unnecessary heat, air conditioning and/or electricity is not utilized.
9. Works the last shift during the school year.
0. Performs other duties as assigned by the Director of Maintenance.

**MINIMUM QUALIFICATIONS:**

1. High School Diploma or G.E.D.
2. Ability to perform basic commercial cleaning (housekeeping) tasks in school/office space.
3. Ability to use/operate commercial cleaning equipment.