

Reports to: Principal and Supervisor of Maintenance and Custodians

Total Hours Worked: 40 hours per week

Job Goal: To keep the building clean, safe, and presentable

Responsibilities:

The custodian is primarily responsible for the cleaning and care of the building. He/she will assist the Supervisor of Maintenance and Custodians by keeping the school building in clean and orderly condition by performing any combination of the following duties:

1. Clean and disinfect bathrooms daily.
2. Clean and disinfect tables, desks, and door handles daily.
3. Stock cleaning and paper supplies, and fill soap dispensers throughout building daily.
4. Vacuum rooms and hallways daily.
5. Sweep and clean common areas, wash sinks, clean locker rooms, and wash exit door windows daily.
6. Remove garbage daily.
7. Keep custodial supplies and work areas neat and orderly.
8. Assist the Supervisor of Maintenance and Custodians in completing his/her cleaning responsibilities.
9. Perform such other tasks and assume such other responsibilities as the principal and/or the Supervisor of Maintenance and Custodians may assign.
10. Secure the building during work shift or at the end of the work shift, depending upon faculty usage.
11. During school vacations, assist with cleaning and maintenance tasks as assigned by the Supervisor of Maintenance and Custodians or principal.
12. Lift and move furniture such as chairs, desks, and tables as needed.