



CUSTODIAN (DAY AND NIGHT)

Qualifications:

1. Ability to read and write at a level necessary to perform all job functions
2. Stamina to perform custodial work
3. Ability to understand and carry out oral and written instructions from the Head Custodian with a minimum of close supervision
4. Must have or be willing to acquire a Black Seal License
5. Such other alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

Reports to: Buildings and Grounds Facilities Manager and Building Principal

Job Goal: To maintain a clean and safe working environment in and around the school buildings

Duties and Responsibilities:

A. During the school year:

1. Daily cleaning of classrooms and/or offices (assigned area)
 - a. Wipe off all students desks with damp cloth and remove graffiti
 - b. Clean all classroom sinks
 - c. Vacuum classroom carpets and remove any stains in carpets
 - d. Clean classroom floor tiles if any
 - e. Clean classroom door windows
 - f. Replace paper towels and hand soap as needed
 - g. Straighten up classroom tables and chairs
 - h. Remove all trash in room; replace bag in trash can as needed; trash to be taken to outside disposal area
 - i. Dusting (wiping down) of window sills, doorways, chalk trays, and teachers' desks
2. Daily cleaning of restrooms (assigned area)
 - a. Clean toilets, sinks, mirrors, and towel cabinets with proper cleaning agents
 - b. Replace hand towels, toilet paper, hand soap, and sanitary supplies as needed
 - c. Wipe off all graffiti, pencil, ink writing off walls and stalls
 - d. Wet mop and bucket; disinfect floor with proper cleaning agents
3. Daily cleaning of hall floors (assigned area)
 - a. Remove all black scuff marks on floor
 - b. Sweep all assigned halls
 - c. Damp mop assigned halls as needed
 - d. Use auto scrubber in hallways as needed
 - e. Vacuum hallway carpets
 - f. Sweep out exterior door frames (sand, stones, etc.)
 - g. Remove graffiti on walls and lockers

4. Shall perform all other tasks relative to the position required by the Director of Facilities, Principals, Assistant Principals, and/or Superintendent
 - a. Special set-ups such as Board meetings, sporting events, and outside groups using facilities (gym, classrooms, cafeteria, Performing Arts Center, etc.)
5. Building Security
 - a. All interior doors locked
 - b. All exterior doors locked, chained, or barred
 - c. Alarm system
6. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator

B. Summer and School-Break Periods (Miscellaneous Duties):

1. Scrub floors
2. Wax floors
3. Clean light fixtures
4. Replace lights
5. Clean windows
6. Clean window shades
7. Inventory Supplies – place order with Director of Facilities when supply is low
8. Carry supplies to designated area
9. Clean and scrub walls
10. Miscellaneous painting
11. Remove graffiti and gum from desks and chairs
12. Move classroom and office furniture
13. Help unloading supplies (trucks)
14. Trash removal (including books) – taken out to assigned disposal area
15. Cleaning out lockers
16. Shampooing carpets
17. Complete scrubbing and cleaning of bathroom areas
18. Minor maintenance as needed
19. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator

C. Year-Round Maintenance:

1. Minor repairs on vacuum cleaners
 - a. Belt replacements
 - b. New brushes
 - c. New bags
 - d. Daily emptying of bag
2. Minor repairs to desks and chairs
 - a. Tightening nuts, bolts, and screws
3. Minor adjustment and repair to scrubbing machines
4. Minor adjustments and repairs to carpet shampooer

5. Replace light bulbs in classrooms, offices, hallways, and exit lights
6. Plunge clogged sinks and toilets; add drain cleaner if necessary
7. Report major problems to the Director of Facilities on a maintenance request form
8. Snow removal
9. Perform other duties within the scope of employment and certification as assigned by the appropriate administrator

Terms of Employment: As per agreement with the Board of Education

Salary: Based on the Board-approved rate.

Evaluation: Performance of this position shall be evaluated in accordance with Board policy.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Adopted: December 12, 1994
Amended: March 13, 1995
Amended: August 13, 2001
Amended: December 8, 2003
Amended: June 17, 2014
Amended: December 18, 2018

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