

## **Building Custodian**

### **Desired Qualifications:**

High school diploma.

Ability to work well with fellow employees.

Must take pride in work and possess an interest in improving the appearance of the school facilities.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **Reports to:**

Building Principal

### **Position Goal:**

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

### **Functions of Building Custodian:**

Be in the assigned building at all times except when custodial responsibilities require assistance in other areas. Notify your building office when it is necessary to be out of the building.

Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.

Check the building heating/cooling system at least twice a day to ensure that it is working properly, when in use. Report problems to the district maintenance department promptly.

Conduct periodic inspections and tests of all electrical installations in the school to ensure their safe condition. Report problems to the district maintenance department promptly.

Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.

Assumes responsibilities 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, except those left on or safety reasons, are turned off. Understand the security system in your building.



DENISON COMMUNITY SCHOOLS

Raises the United States flag before school each day, and lowers it after school daily unless a light is shining on it regularly.

Maintains the facility in a condition of excellent cleanliness. Cleaning duties may include but are not necessarily limited to: sweeping, dusting, mopping/scrubbing, vacuuming, washing windows, cleaning "chalkboards/white boards", cleaning furniture, laundry, waxing floors and disposing of trash.

Dusts furniture and cleans and polishes fixtures on a regular schedule. Dusts flat counter surfaces, bookcases, window ledges, telephone, lockers, trophy cases, doors and tables as needed; objects do not need to be removed before dusting. Washes windows, mirrors, walls and door frames.

Keeps all floors in a clean and attractive condition and in a good state of preservation.

Sweeps classrooms daily. Vacuums carpeted areas at least once every other day, more if needed. Sweeps, mops, wet washes and vacuums floors in assigned areas.

Keeps wastebaskets empty and clean.

Takes out garbage in administration area and cleans administration restrooms.

Sweeps gym floors before school begins each day and before events if you are assigned a building which houses a gym.

Cleans corridors after school each day and during the day when their condition requires it.

Cleans entry mats daily.

Removes graffiti as soon as possible.

Follows district procedures for cleanup of vomit and other body fluids.

Scrubs and disinfects floors in restrooms daily. Cleans all sanitary fixtures and drinking fountains daily. Checks restrooms throughout the day. Replaces soap and paper supplies.

Cleans the gym locker rooms and coaches' office daily, making sure that the stools, showers, sinks and drinking fountains are thoroughly cleaned and disinfected. Keeps all dispensers filled. Cleans the benches, walls, door frames, and mirrors as needed. Keeps the floors clear of clutter, swept and mopped. Keeps the towel and waste baskets empty. Checks periodically throughout the day. Keeps towel barrels available.

Keeps commons area clean throughout the day, mopping as needed. After lunch has been served, cleans and mops the serving and trash dumping area as soon as possible. Checks the concession stand and cleaning and mopping as needed.

Cleans the main gym daily--picking up all trash, wet mopping as needed, dust mopping floor using a properly treated dust mop. Removes spots from drinking fountains--cleaning and disinfecting thoroughly. Cleans all walls, mats, and doors as needed. Sets up gym and makes necessary arrangements needed for all activities.

Cleans and maintains the auditorium and stage daily or as needed if building has an auditorium.

Cleans and disinfects track/football restrooms as needed during the seasons in which they are used. (High School)

Moves furniture or equipment within building as required for various activities and as directed by the principal.

Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.

Washes all windows on both the inside and outside at least twice each year and more frequently if necessary.

Cleans all chalkboards or white boards at least once a week or more often when needed.

Fills vending machines as required.

Reports repairs needed promptly to the district maintenance department.

Checks for safety hazards and reports them to the district maintenance department.

Reports immediately to the Business Manager any damage to school property.

Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and extended work hours have been approved.

Is responsible for handling all freight entering and leaving the building. Helps unload commodities.

Keeps a daily schedule on file in the building office.

Contacts Central Office for supplies as needed.

Cooperates with and works in a courteous manner with coworkers and other personnel.

Participates in professional meetings as required.

Follows all district policies, including those relating to a drug-free school.

Contributes to an effective and efficient school district.

Keeps busy throughout work shift using time wisely and completing tasks in a timely fashion.

Demonstrates organization and professionalism in fulfilling the responsibilities of the job.

Greets all students, faculty, staff, and visitors courteously.

Maintains a positive rapport with students, staff, parents and the community.

Dresses appropriately for the position and work required.

Demonstrates a positive attitude toward school, students and job and communicate the same to the community.

Accepts constructive criticism and suggestions and seeks to improve each performance responsibility.

Maintains confidentiality in the school operation.

Adheres to applicable state and federal laws, rules and regulations, board policies and administrative rules.

Keeps an inventory of supplies, equipment and other items, and requisitions such needed replacements from the central office far enough in advance so that they may be delivered in such time as will not hinder custodian's work.

During summer break, performs the work necessary to prepare the building for the next school year sharing the responsibility of supervising summer help and showing by example how the work is to be done.

Is prepared for any surprises and be able to be flexible in coping with the situation..

Does other custodial responsibilities as assigned by the administrators.

Empties trash cans on building grounds as needed.

Performs responsibilities outside the building as required by building administrator.

Individuals may perform other duties as assigned.

Other duties as assigned.

**Terms of Employment:**

Salary and benefits to be determined by the Board of Education.

**Evaluation:**

Performance of this job will be evaluated by the Business Manager in accordance with the provisions of the Board's policy on evaluation.