

**POPE COUNTY CUSD #1
JOB DESCRIPTION**

TITLE: Elementary School Night Custodian B

PAY SCHEDULE: Custodian

WORK HOURS: 3:00 p.m.-11:00 p.m. (unless otherwise noted), 12 months

QUALIFICATIONS:

- Good physical health to perform lifting functions on objects of moderate size (50 lbs. +)
- Demonstrated aptitude or competence for assigned responsibilities
- Good communication skills including the ability to write, read and understand technical and maintenance manuals
- Demonstrated ability to work with diverse groups of individuals
- High school diploma or equivalent

REPORTS TO: Head Elementary School Custodian, Building Principal

SUPERVISES: Staff members designated by the Building Principal

JOB GOAL: To provide students with a safe, attractive, comfortable, clean and physically desirable place to learn, play, and develop.

DAILY CUSTODIAL DUTIES

Daily

- Clean classrooms in the following order: Headstart building, Room B, shower rooms, gym, teachers lounge, health aide office, main office, library, 9, 8, 7, 6, 5, 4, 3, and 2
- For all classrooms – empty pencil sharpeners and trash cans, straighten desks, dust, sweep or vacuum floors and mop, clean desktops daily or weekly, and replace filters in air units as needed
- For the library, gym, teachers lounge, main office and health aide’s office – sweep floors and mop as needed, empty trash cans, vacuum carpets and shampoo as needed, replace paper towels and soap as needed, take coffeepot to kitchen, clean tables and countertops, sanitize health aide’s office, and dust as needed
- For the following restrooms (all classroom restrooms, shower rooms, teachers lounge, Headstart) – empty trash cans and sanitary napkin boxes, clean mirrors, clean and disinfect all toilets and sinks, clean walls, sweep and mop with bleach (including locker room area), replace toilet paper, paper towels, and soap as needed
- For all hallways – sweep and mop, clean glass in doors, clean water fountains, empty trash, keep doors and walls clean, vacuum rugs, clean light fixtures
- Lock and secure building by checking all doors and windows, turn off lights

Additional Duties or Responsibilities

- For ballgame nights – go over to high school and clean the lobby and snack bar
- For ballgame nights or other night functions – all custodians are expected to help with clean up and may have additional duties assigned
- Monitor and perform needed repairs
- Promptly report major repairs needed to the head custodian
- Conducts an ongoing program of general maintenance, upkeep, and repair
- Maintains an open line of communication with the head custodian, building principal and other staff members
- Performs all other duties as assigned by the head custodian, building principal or superintendent

SUMMER CUSTODIAL TASKS

Below is a list of tasks that need to be performed annually. Special projects such as painting and minor repairs should be performed in addition to these tasks

1. Clean all furniture
2. Clean all rooms and hallways (includes washing walls)
3. Clean all blinds
4. Scrub, strip and wax all classroom, office, gym and hall floors
5. Wash all windows inside and outside
6. Perform routine cleaning and maintenance on all HVAC units
7. Repair and/or replace all lighting and fixtures
8. Power wash all entrances
9. Clean all lockers (athletic rooms and hall lockers)
10. Clean trophy case and trophies
11. Perform room repairs as per list from teachers
12. Empty office trash daily
13. Clean restrooms every two weeks
14. Check and empty exterior trash as needed
15. Clean janitor and boiler room
16. Clean compressor on top of walk-in freezer (dust build-up) once a month
17. Other duties as assigned