

**TITLE:** Custodian

**QUALIFICATIONS:**

1. Literate, high school diploma or GED preferred.
2. Physically capable of performing assigned duties.
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Such alternatives or additional qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal

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

**JOB DUTIES:**

1. Keeps buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
3. Maintains classroom cleanliness on a regular schedule as determined by building administrator.
4. Cleans corridors after school each day, and during the day when conditions require it.
5. Scrubs, hoses down, disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
6. Washes all windows on both the inside and outside, as needed.
7. Performs yard-keeping chores as necessary, to maintain the school grounds in a safe and attractive condition.
8. Keeps all floors in a clean and attractive condition and in a good state of preservation.
9. Makes such minor building repairs, as directed by Supervisor of Maintenance and use proper procedures to report major repairs need to building principal.
10. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and attendance is required by the principal.
11. Assumes responsibility for the opening and closing of the building each school day, if assigned by principal, and for determining before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
12. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the Facility Coordinator far enough in advance so that they may be delivered in such time as will not hinder the custodian of his duties.
13. Conducts an ongoing program of general maintenance, upkeep, and repair.
14. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
15. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
16. Ability to use equipment for cleaning floors that sweep, mop, and/or scrub, as needed.

17. Capable of standing and walking for long periods on hard floors.
18. Ability to read chemical product sheets and follow required safety procedures while using any cleaning products or machinery.
19. Ability to lift boxes or materials, including large trash cans, that range in weight not to exceed more than fifty pounds.
20. Ability to use twelve foot ladders or less in performing maintenance or cleaning tasks.
21. Ability to disassemble, clean and reassemble equipment necessary for cleaning and maintaining of school or grounds.
22. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
23. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
25. Perform other duties as may be assigned.

**Essential Duties**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

**TERMS OF EMPLOYMENT:**             9-Month     10-Month     11-Month     12-Month

**EXPECTED WORK DAY:**            8 Hours

**SALARY:**            According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

**EVALUATION:** Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Principal/Program Coordinator \_\_\_\_\_  
Initials

Human Resource \_\_\_\_\_  
Initials

**BOARD APPROVED: 3/15/16**