

<b>OVERVIEW</b>	
<b>JOB TITLE</b>	Full-Time Custodian
<b>GENERAL DESCRIPTION</b>	To ensure that the school district's physical plants are cleaned efficiently and properly so that the students, staff, and community may make full use of the facilities. To maintain a safe and secure environment and to maintain accurate accounting of supplies, materials, and budgets.
<b>REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Must possess a high school diploma, GED Certificate, or demonstrate competence in reading, writing, and communicating with others. Previous related experience is preferred but not required.</li> </ul>
<b>POSITION DETAILS</b>	
<b>ESSENTIAL DUTIES</b>	<ul style="list-style-type: none"> <li>• Maintain a neat, clean, and appropriate personal appearance.</li> <li>• Maintain an appropriate working relationship with students, staff, and community members. Must report problems with students to the building administrator, Head Custodian, or designee.</li> <li>• Willing to learn new job related challenges and is cooperative with the building administrator, Head Custodian, or designee regarding new ideas.</li> <li>• Must be able to maintain flexibility in daily cleaning routine to accommodate special programs and community use of the building.</li> <li>• Assist in preparing the building for special activities as directed by the building administrator, Head Custodian, or designee.</li> <li>• Be constantly aware of building and grounds conditions. Work to improve the appearance of your area of responsibility.</li> <li>• Must be able to lift and transfer 50 pounds in order to move supplies and/or equipment.</li> <li>• Any and all duties as determined by the building administrator, Head Custodian, or designee.</li> <li>• Other duties may be assigned by the administration.</li> </ul>
<b>OTHER DUTIES</b>	<ul style="list-style-type: none"> <li>• Daily Performance Responsibility-to be assigned by the Head Custodian &amp; Building Administrator</li> <li>• Seasonal Performance Responsibility-to be assigned by the Head Custodian &amp; Building Administrator</li> <li>• As Needed Performance Responsibility-to be assigned by the Head Custodian &amp; Building Administrator</li> <li>• Other duties as assigned.</li> </ul>
<b>CURRENT CLASS SCHEDULE</b>	<ul style="list-style-type: none"> <li>•</li> </ul>

