**VERMILLION SCHOOL DISTRICT 13-1**

**SCHOOL CUSTODIANS (FT/PT)**

**QUALIFICATIONS:** 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.

**REPORTS TO:** Building Administrator

Manager of Facilities and Ground

Head Custodian

**PRIMARY FUNCTION:** 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.

**PERFORMANCE RESPONSIBILITIES:**

1. **ESSENTIAL SKILLS/DUTIES:**
2. Maintain a neat, clean, and appropriate personal appearance.
3. Maintain an appropriate working relationship with students, staff, and community members. Must report problems with students to the building administrator, Head Custodian, or designee.
4. Willing to learn new job-related challenges and is cooperative with the building administrator, Head Custodian, or designer regarding new ideas.
5. Must be able to maintain flexibility in daily cleaning routine to accommodate special programs and community use of the building.
6. Assist in preparing the building for special activities as directed by the building administrator, Head Custodian, or designee.
7. Be constantly aware of building and grounds conditions. Work to improve the appearance of your area of responsibility.
8. Must be able to lift and transfer 50 pounds in order to move supplies and/or equipment.
9. All duties as determined by the building administrator, Head Custodian, or designer.
10. Other duties may be assigned by the administration.
11. **OTHER DUTIES/SKILLS:**
12. Daily Performance Responsibility to be assigned by the Head Custodian & Building Administrator
13. Seasonal Performance Responsibility to be assigned by the Head Custodian & Building Administrator
14. As Needed Performance Responsibility to be assigned by the Head Custodian & Building Administrator

4. Other duties as assigned.

**EVALUATION:** Job performance will be evaluated in accordance with provisions in the district’s policies and/or procedures.