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**TITLE:** CUSTODIAN

**MINIMUM QUALIFICATIONS:**

Demonstrates aptitude for successful fulfillment of assigned performance responsibilities.

**REPORTS TO:** Principal/Designated Personnel

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

**PERFORMANCE RESPONSIBILITIES:**

1. Keeps buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Regulates heat, ventilation, and condition systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
3. Check daily to insure that all exit doors are open and all panic bars are working properly during the hours of building occupancy.
4. Sweeps classrooms daily and dusts furniture.
5. Cleans corridors after school each day, and during the day when their condition requires it.
6. Scrubs and disinfects toilet bowls daily, and cleans all sanitary fixtures and drinking fountains, daily.
7. Washes all windows on both the inside and outside at least twice each year, and more frequently, if necessary.
8. Performs such yard keeping chores, as grass cutting, tree trimming, etc., to maintain the school grounds in a safe and attractive condition.
9. Makes such minor building repairs as is capable.
10. Reports major repairs needed and any damage to school property to the Principal, promptly.
11. Replaces light bulbs as needed.
12. Assumes responsibilities for opening and closing the building each school day determining before leaving that all doors/windows are secured, and all lights, except those left on for safety reasons, are turned off.
13. Conducts an on-going program of general maintenance, upkeep and repair.
14. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
15. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.
16. Attends in-service/staff development training as scheduled.
17. Informs the principal of inventory of supplies, equipment, and requisitions such needed replacement for enough in advance to be delivered in such time as will not hinder the custodian duties.
18. Remains on school premises during school hours when the use of the building has been authorized and services requested/needed.
19. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.

**Telephone #: (662) 827-2276 Fax #: (662) 827-5261**

20. Cleans and repairs equipment, pencil sharpeners, and furniture on time available basis, paints walls and furniture, if time permits.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of the job will be evaluated annually by the Principal/Designated Personnel.