

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Day Custodian

QUALIFICATIONS

1. High school diploma.
2. Demonstrated aptitude for the work to be performed.
3. Understanding of basic electricity and plumbing.
4. Ability to read basic operating instructions and write reports.
5. Ability to lift 50 pounds.
6. Ability to work from heights on ladders and scaffolds.

REPORTS TO Building Principal and Maintenance Director

JOB GOAL To provide students and teachers with a safe, attractive, comfortable, clean, and efficient environment 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 air conditioning systems to provide comfortable temperatures appropriate to the season.
3. Shovels, plows and sands walks, driveways, parking areas, and steps as appropriate.
4. Opens building daily and ensures that all exit doors are open and egress is clear during the hours of occupancy.
5. Raises the US flag before school each day and lowers after school.
6. Performs work listed on the daily, weekly, and monthly schedules.
7. Makes minor building repairs and changes light bulbs and ballasts as necessary.
8. Reports major repairs needed promptly to the maintenance director.
9. Performs yard-keeping chores such as grass cutting, tree trimming, weed control, etc. as necessary to maintain the grounds in safe and attractive condition.
10. Assumes responsibility for all floor preservation, such as waxing, carpet extracting burnishing, etc.
11. Maintains on a regular schedule the servicing of all motors, filters and other mechanical equipment.
12. Reports immediately to the maintenance director any damage to school property.
13. Remains on school premises during work hours when the use of the building has been authorized and attendance is required.

14. Keeps an inventory of supplies and equipment on hand and requisitions needed replacements far enough in advance so they may be delivered in time as not to hinder job duties.
15. Moves furniture or equipment as required for various activities and as directed by the supervisor.
16. Complies with local laws and procedures for the disposal of trash, rubbish, hazardous chemicals, and waste.
17. Cleans up after individuals who have become ill and follows the procedures for blood borne pathogens as trained by the school.
18. Complies with AHERA asbestos program as trained by the school.
19. Helps supervise community service persons and summer helpers.
20. Participates in all aspects of cleaning, painting, repair, and construction done during the summer.
21. Responds to security calls during off hours and weekends.
22. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
23. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised May 10, 1999