

ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Custodial Associate

QUALIFICATIONS

1. High school diploma.
2. Demonstrated aptitude for the work to be performed.
3. Ability to read basic operating instructions and write reports.
4. Ability to lift 50 pounds.

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 neat and clean at all times.
2. Assumes responsibility for the closing of the building and secures all doors and windows, turns off all lights and equipment, and sets security system (Minburn building only).
3. Prepares areas needed for evening activities scheduled in the building.
4. Performs work listed on the daily, weekly, and monthly schedules.
5. Makes minor building repairs.
6. Reports major repairs needed promptly to the maintenance director.
7. Launders towels, uniforms, rags, and etc. as needed.
8. Reports immediately to the day or night custodian any damage to school property.
9. Remains on school premises during work hours when the use of the building has been authorized and attendance is required.
10. 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.
11. Moves furniture or equipment as required for various activities and as directed by the supervisor.
12. Complies with local laws and procedures for the disposal of trash, rubbish, hazardous chemicals, and waste.
13. Cleans up after individuals who have become ill and follows the procedures for blood borne pathogens as trained by the school.
14. Complies with AHERA asbestos program as trained by the school.
15. Helps supervise community service persons and summer helpers.
16. Participates in all aspects of cleaning, painting, and repair during the summer.

17. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
18. 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 May 10, 1999

Revised June 14, 1999