

Policy GFBM: Job Description: Custodian

Status: DRAFT

Original Adopted Date: 05/10/2023 | **Last Reviewed Date:** 05/10/2023

Qualifications:

1. ~~High School Graduate or equivalent.~~ Ability to communicate well.
2. Housekeeping/Custodial experience preferred.
3. Possess good public relations skills.
4. Such additional requirements as the Board may require.

Physical Requirements:

1. Possess physical strength necessary to actively perform duties with prolonged periods of standing
2. Employee must have ability to lift, carry, push, pull or move materials up to 30 lbs.
3. Vision to read printed material, standing, walking, bending, and stooping required.

Reports to: Building Principal and/or Assistant Principal/Facilities Manager

Job Goal: To maintain the school in a condition of excellence and cleanliness at all times.

Performance Responsibilities: Assume responsibility for effective and efficient performance to include, but not be limited to the following buildings, sidewalks, grounds, and cafeteria during dining session if emergency arises (vomit, bodily fluids etc.)

- Performs duties with the approved chemicals provided to each school, as directed by operations and support **ONLY**, - no outside chemicals shall be used in the facilities
- Performs general, routine custodial duties using necessary equipment and chemicals: to include dusting, polishing, windows, walls, woodwork, glass counters, mopping, vacuuming, cleaning restrooms, and restocking paper and soap supplies.
- Empties trash receptacles, disposes trash into compactors and/or dumpsters, and bags trash for proper disposal.
- Secures all areas in order to clean (halls, rooms, offices, cafeteria etc.) with spills/debris/bodily fluids until cleanup can be completed.
- Keeps the grounds, entryways, and sidewalks free from rubbish.
- Assists in setting up assembly areas, moves chair, tables, etc.
- Maintains environmental services closet, supplies, cart, mops, and equipment in a clean and orderly manner and ensures proper care in the use and storage of equipment.
- Operates school laundry equipment when applicable
- Performs other such duties and responsibilities as assigned by School Principal/and or/Assistant Principal
- Reports damages, needs and/or concerns to appropriate staff, which may include submitting work orders and checking supply levels.
- Knowledgeable with all safety procedures and practices safe operations with emphasis on continuous improvement of workplace safety and environmental practices.
- Assists in on-the-job training of new staff on routine procedures.
- Must remain on campus during work hours unless clocked out for lunch or otherwise approved by school administrator.
- Assists the school administrator in the process of unlocking and locking doors, turning on and off lights and securing the building at the beginning and end of each day.

Terms of Employment: 187 Days unless determined otherwise

Salary: As established by school board policy GGBE

Evaluation: Performance in this position will be evaluated annually by the School Principal and/or Assistant Principal.
