



## CUSTODIAN/GROUNDS JOB DESCRIPTION

### JOB GOAL

- To maintain the school district's buildings in a condition that ensures a safe, functional, and comfortable environment for students and staff.

### QUALIFICATIONS:

- Must be physically able to do assigned tasks and be willing to take a physical examination at the option and expense of the district prior to employment or at any other times the district may deem necessary.
- Must have the ability to work harmoniously with other staff members • Must demonstrate aptitude, skills, and competence for assigned responsibilities

**RESPONSIBILITIES:** Including but not limited to the following:

### Daily Activities

#### A. School and Library Building (when in use)

- Clean and disinfect lavatories and classroom sinks
- Wash walls as needed, especially around doors, sinks and toilets • Refill toilet paper and towel dispensers if needed
- Dust tables and other work surfaces unless covered by school projects • Dust computers, printers, copy machine, TV and stands
- Wash and disinfect desktops and seats
- Empty wastebaskets
- Clean throw rugs, mats and vacuum all carpet
- Sweep floors and mop up spots
- Check for and control pests (mice and insects)
- Replace burned out lights as needed
- Close windows, make sure lights are out and lock the building

#### B. Hall

- Clean and disinfect lavatories
- Clean and disinfect kitchen drain boards, counters and appliances • Empty wastebaskets and kitchen garbage as needed
- Sweep floors and/or vacuum rugs as needed (minimum of 2 times per week)
- Replaced burned out lights as needed
- Check for and control pests (mice and insects)
- Close windows, make sure lights are out, and lock the building

### **Weekly Activities**

#### **A. School and Library Building (when in use)**

- Vacuum and/or dust window sills
- Clean and dust doors and woodwork
- Dust shelves in library
- Clean counters in classrooms
- Refill soap in classrooms and restroom
- Mop floors
- Sweep back and front porch areas

#### **B. Hall**

- Mop floors
- Dust window sills and wash down doors and woodwork around door

### **Semi- Annual Activities**

- Wash and disinfect all wastebaskets and refuse receptacles
- Wash all windows inside and out
- Wash down all walls and woodwork
- Move furniture or equipment when directed in preparation for cleaning and waxing floors in Gym and Classrooms
- Conduct inspection of electrical outlets and report any problems

### **End of Year Activities**

- Clean out refrigerators
- Assist with grounds up keep during summer break
  - Purchase and maintain an inventory cleaning products and supplies, as authorized by Teacher or Clerk, to perform required activities.
- **Promptly** report any needed repairs or maintenance to Clerk
- Perform other duties or tasks requested by the Principal, Clerk, or their designee

**REPORTS TO:** Teacher, District Clerk, or Principal

**TERMS OF EMPLOYMENT:** Twelve months (260 days) with an annual review.

- 10 hours per week
- \$15.20-\$20.47

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

Adopted 10/2011  
Revised 07/2023  
CUSTODIAN JOB DISCRIPTION

**DATE OF HIRE:** \_\_\_\_\_

I hereby accept the above terms of employment.

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Principal's Signature Date Employee's Signature Date

Adopted 10/2011  
Revised 07/2023