

JOB DESCRIPTION - GENERAL CUSTODIAN

5008.4

JOB GOAL: Under the direction of the District Administrator and the Head Custodian, the General Custodian will perform a variety of operations and minor maintenance work normally associated with the custodial duties in a school building.

QUALIFICATIONS:

- * Working knowledge of cleaning materials and methods
- * Working knowledge of the operation and care of custodial and maintenance equipment
- * Ability to perform heavy manual tasks requiring physical stamina
- * Ability to make minor repairs to equipment and building fixtures
- * Ability to understand and effectively carry out oral and written instructions
- * Ability to establish and maintain effective public and co-worker relationships

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY: Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

TRAINING AND EXPERIENCE:

- * High school, technical school, or GED.

REPORTS TO: District Administrator

PERFORMANCE RESPONSIBILITIES:

- * Mops and waxes floor areas in halls and rooms.
- * Vacuums and scrubs carpeted rooms and offices.
- * Cleans, dusts, and sweeps classrooms and bathrooms.
- * Cleans, dusts, and polishes furniture and woodwork.
- * Collects and disposes of all waste paper and material.
- * Moves and arranges furniture and equipment as required.
- * Removes snow from entrances and adjacent areas.
- * Notifies Head Custodian of equipment and furniture needing repair and/or replacement.
- * Performs minor maintenance work.
- * Locks up and secures the building each evening as assigned.
- * Performs other custodial work as assigned by the Head Custodian.

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SCHEDULE: Each year a “school year” and “summer schedule” will be developed with the District Administrator, Head Custodian, and General Custodian.

Adopted: 9-21-83
Revised: 4-23-97
Revised: 2-18-04