

# School Custodian's Job Description

The following job description is intended for our use so that we can mutually understand the responsibilities of the custodian.

The description of tasks is not intended to outline every last detail of the custodian's position. It will serve to give a general impression of the duties relating to the job. It is hoped that the custodian will gradually assume the position of caretaker of the building and facilities, with the feeling of responsibility of their well-being similar to that which he has for his own personal possessions.

The person who will assume the position of custodian is accepting a very important role in the functioning of our school. The custodian will not only be working with maintenance, cleaning, and care, but he will be working with people, especially children. A spirit of Christian love and concern shown by friendliness and helpfulness will fit into the framework of the goals our school has for training young disciples. There is a need for the custodian to understand children and their need for guidance. Younger children usually are awed by adults in the school setting and appreciate a smile and a cheery word. They usually are open to suggestions and will cooperate with attempts to be helpful. Older children very often need Christian understanding and guidance. While disrespect should not be tolerated from the older children and ought to be dealt with (repeated and severe cases of disrespect should be reported to the principal), the majority of our students will respond to firmness, fairness, and friendliness.

The custodian is under the supervision of the principal of the school, who will consult with the Board of Trustees.

## Routine Cleaning Duties

### Daily, Weekly, As Needed

#### I. Restrooms

- A. Empty wastebaskets..... D
- B. Mop and disinfect floors.....D
- C. Clean and disinfect sinks..... D
- D. Clean and disinfect mirrors..... D
- E. Clean and disinfect toilet bowls-seats, urinals, & pipes.....D
- F. Empty sanitary napkin receptacles.....D
- G. Check hand soap, paper towel, & tissue supplies..... D
- H. Check that toilets, urinals, faucets & drain are working .....D
- I. Clean doors and partitions..... W
- J. Check deodorant blocks.....W
- K. Spot clean walls and ceiling.....N
- L. Replace lights..... N
- M. Clean baseboards..... N
- N. Clean radiators..... N
- O. Clean light fixtures.....N
- P. Clean exterior of all dispensers (tissue, soap, etc.).....N

#### II. Locker Rooms

- A. Empty wastebaskets..... D
- B. Mop and disinfect floors.....W
- C. Clean and disinfect sinks..... D
- D. Clean and disinfect mirrors..... D
- E. Clean and disinfect toilet bowls-seats & pipes.....D
- F. Empty sanitary napkin receptacles.....D

- G. Check hand soap, paper towel, & tissue supplies..... D
- H. Check that toilets, urinals, faucets & drain are working .....D
- I. Clean doors and partitions..... W
- J. Check deodorant blocks.....W
- K. Spot clean walls and ceiling.....N
- L. Replace lights.....N
- M. Clean baseboards..... N
- N. Clean radiators..... N
- O. Clean light fixtures.....N
- P. Clean exterior of all dispensers (tissue, soap, etc.).....N

III. Classrooms

- A. Vacuum all carpeted areas..... D
- B. Sweep all tiled floors with dust mop..... D
- C. Empty wastebaskets..... D
- D. Clean sinks and faucets..... D
- E. Empty pencil sharpeners..... D
- F. Clean window glass on doors..... N
- G. Clean chalkboards at the end of the week..... W
- H. Dust all ledges and other surfaces..... W
- I. Clean shades or blinds..... N

IV. Hallways, Entryways, and Utility Rooms

- A. Sweep all halls and entryways with a dust mop..... D
- B. Vacuum entryway carpets..... D
- C. Clean and disinfect drinking fountains..... D
- D. Spot clean walls and baseboards..... N
- E. Dust all ledges, tops of coat racks, and tops of lockers..... W
- F. Clean door glass & steel plates on gym doors and entryways..... D
- G. Replace light bulbs..... N
- H. Clean light fixtures..... N
- I. Sweep stairs and floors of utility rooms (non-classrooms)..... D
- J. Clean stairs..... W/N
- K. Wet mop hallways (machine downstairs)..... W/N

V. Gym and Stage

- A. Clean and put away tables after lunch..... D
- B. Sweep entire gym floor..... D
- C. Machine mop half of gym floor..... D
- D. Machine mop entire gym floor..... W
- E. Clean gym door glass..... D
- F. Sweep stage..... W
- G. Spot clean walls of gym..... N

VI. Offices

- A. Sweep office floors and vacuum any carpets..... D
- B. Empty wastebaskets..... D
- C. Dust all ledges and other surfaces..... D
- D. Clean and dust phone ..... N
- E. Dust all ledges and other surfaces..... D

## VII. Church Addition

- A. Vacuum all carpeted areas..... D
- B. Empty wastebaskets..... D
- C. Spot clean walls and baseboards..... N
- D. Clean light fixtures..... N

## VIII. Miscellaneous

- A. Ceiling vents in upstairs classrooms should be put in as summer approaches and taken out again as winter approaches.
- B. Signs of vandalism or abuse of facilities should be reported to the principal
- C. Minor repairs should be done as needed or upon request.
- D. The custodian is given the responsibility of making sure the school is adequately heated for the school day.
- E. The custodian may have to receive early arriving shipments of supplies, etc.
- F. Part of the custodian's job description is to set up and take down chairs and tables for school and church functions.
- G. The custodian is responsible for snow removal from school and church entryways. Entryways and walkways may also need to be salted if icy.

## Summer Cleaning and Maintenance

### I. Floor Maintenance

- A. All tiled floors are to be stripped, sealed, and waxed.
- B. During Christmas vacation, heavily used areas are to be stripped and waxed.
- C. During Easter vacation, the custodian and principal will evaluate which areas need to be stripped and waxed.
- D. All carpeted areas should be shampooed.
- E. All baseboards should be cleaned thoroughly.

### II. Window Care

- A. All glass (on both sides) is thoroughly cleaned once each year during the summer.
- B. Window ledges and sills should be sanded and varnished if needed during this time.

### III. Walls - All walled surfaces should be spot cleaned throughout the school year. During the summer months the walls should be cleaned thoroughly.

### IV. Painting - Each summer part of the interior of the school will be painted (per schedule).

### V. Lockers - All lockers are to be cleaned and disinfected over the summer months.

VI. Ceiling Fans and Univents - Ceiling fans should be dusted approximately 4 times per  
Univents belts and filters should be replaced, and the coils should be vacuumed out.

#### VII. Classrooms

- A. Thorough cleaning of chalkboards and trays - remove tape or other substances.
- B. All desks and chairs should be thoroughly cleaned during the summer.
- C. Blinds or shades are to receive a good cleaning.
- D. Walls, baseboards, and bookshelves should be cleaned.

#### VIII. Miscellaneous

The custodian will use the summer months to thoroughly clean the school. There will also be various Maintenance projects that will need to be done which are not mentioned above. Prior to summer vacation, the custodian and principal will work out a summer maintenance and cleaning schedule.

#### IX. General Cleaning Schedule

7 AM to 10 AM and 12 Noon to 5 PM

The majority of the cleaning should be completed in the PM hours. Morning duties can include spot cleaning, "as needed" items, temperature checks, minor repairs, office cleaning, utility rooms cleaning, and cleaning of the church addition.

#### X. Custodians' Paid Holidays

- A. Memorial Day
- B. July 4th
- C. Labor Day
- D. Thanksgiving
- E. Christmas Eve
- F. Christmas Day
- G. New Year's Day