

Sheffield City Schools
Job Description – Custodian

POSITION TITLE: Custodian

QUALIFICATIONS: Demonstrates aptitude or competence for successful fulfillment of assigned responsibilities

REPORTS TO: Maintenance and Custodial Supervisor

JOB GOAL: To effectively supervise other members of the custodial staff while serving as a model to them in providing students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop

PHYSICAL REQUIREMENTS: Must be able to lift and/or move objects of 50 pounds frequently and to safely use a step ladder

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Keeps building and premises, including sidewalks, driveways, parking areas, steps, and play areas, neat and clean at all times.
2. Checks daily to ensure that all exits are clear and exit doors and panic bars are operable.
3. Sweeps or vacuums classrooms daily, dusts furniture, and clean classroom plumbing fixtures.
4. Sweeps and cleans hallway before, during, and after the school day. Sweep gym floor daily. Mops and buffs hallways and lunchroom weekly or more frequently when necessary.
5. Keeps all restrooms supplied with toilet paper, soap, and paper towels. Scrubs and disinfects toilet floors daily, clean all sanitary fixtures and drinking fountains daily, and checks them during the day.
6. Sweeps areas outside entry doors, empties all trash cans, vacuums library, office suite, and inside door mats daily.
7. Washes windows inside and outside at least twice yearly, more often if necessary.
8. Keeps floors in clean, attractive condition and good state of preservation.
9. Cleans stage, if applicable.
10. Replaces light bulbs, exit bulbs, and broken or damaged ceiling tile when necessary.
11. Performs grounds keeping duties including grass cutting, tree and shrub trimmings, upkeep of flowerbeds, rubbish collecting, etc. to maintain grounds in safe, and attractive condition.
12. Makes minor building repairs.
13. Reports promptly to the principal any major repairs needed.
14. Reports immediately to the principal any damage to school property.
15. Remains on school premises during duty hours, including non-school hours when required by the principal.
16. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reason, are turned off.
17. Moves furniture or equipment within building as required for various activities and as directed by the principal. Removes unused furniture, props, etc.
18. Complies with laws and procedures for storage and disposal of trash, etc.
19. Inventories supplies, equipment, and fuel; requisitions needed replacements through the principal prior to actual need.
20. Performs a variety of other custodial tasks as assigned.

TERMS OF EMPLOYMENT: 260-day/12-month contract with salary and workdays to be established by the Board of Education

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on assessments and evaluations of Support Personnel

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.