

Franklin County Community School Corporation

Job Title	Custodian			
Position Type	<input checked="" type="checkbox"/> full time	<input type="checkbox"/> certified	<input type="checkbox"/> 180 days	<input type="checkbox"/> 220 days
	<input type="checkbox"/> part time	<input checked="" type="checkbox"/> non-certified	<input type="checkbox"/> 185 days	<input type="checkbox"/> 230 days
			<input type="checkbox"/> 190 days	<input checked="" type="checkbox"/> 12 months
			<input type="checkbox"/> 195 days	<input type="checkbox"/> as needed
			<input type="checkbox"/> 210 days	

Job Purpose: The custodian is charged with maintaining a health and safe environment for both students and staff.

Duties:

1. Shall clean the building including classrooms, locker rooms, restrooms, offices, and hallways by removing trash, vacuuming, mopping, sweeping, dusting, buffing, cleaning carpets, washing windows, scrubbing floors and ceilings.
2. Shall maintain outside grounds by performing weed control, tree trimming, lawn mowing and edging; remove or report graffiti and vandalism; remove litter and empty trash receptacles; performs regular maintenance to outdoor playground equipment.
3. Shall order supplies for building staff, receive, unpack, store and deliver instructional supplies and custodial supplies to appropriate staff members.
4. Shall change light bulbs and perform minor repairs to building, furniture, equipment including changing ceiling tiles.
5. Shall move, unpack, and assemble furniture and building equipment.
6. Shall secure building by locking/unlocking doors at appropriate times, recognizing and correcting unsafe security conditions or reporting condition to appropriate personnel or authorities. Ensure that snow and ice are removed from entrances and sidewalks.
7. Shall serve as on-call emergency contact during non-working hours.
8. Shall set-up for school programs, meetings, assemblies, special events and after- hours functions as requested by building principal and staff.
9. Perform HVAC preventative maintenance including filter changes & monitoring indoor air quality.
10. Shall ensure safety and functionality of the cafeteria prior to use by setting up tables, chairs, and trash receptacles. Check cafeteria throughout the breakfast/lunch period to remove trash, sweep and/or mop up spills. Clean the cafeteria following lunch by removing trash; breaking down tables/chairs; sweeping and scrubbing floors, and cleaning walls and doors within the cafeteria.
11. Other duties as assigned by the Building Principal.

Skills/Qualifications:

1. Shall be a person in good physical and mental health.
2. Shall be courteous and cooperative and neat and clean in appearance.
3. Shall possess sufficient physical ability to do the work.
4. Shall possess and have full normal use of both hand, both arms, both feet, both legs, both ears.
5. Shall be free from any communicable disease.
6. Shall be free from any mental, nervous, organic, or functional disease which might impair the person's ability to properly do the work.
7. Shall not abuse alcohol or controlled substances.

Evaluated by	Building Principal
	The employee shall be evaluated annually.

