

Position **Custodian**

Qualifications

1. Minimum High School Education
2. Emotionally and physically able to perform duties required of assignment.
3. Ability to work with and around children.
4. Experience and/or training in maintenance preferred.
5. Pleasant personality.
6. Ability to think and work without immediate supervision.

Supervisor **Director of Maintenance and Building Principal**

General Responsibilities

1. Maintains cleanliness of buildings.
2. Maintains neat appearance of buildings and grounds.
3. Cares for and maintains equipment.
4. Reports problems to maintenance director.
5. Secures and provides security for buildings.
6. Maintains positive public relations.

Day Shift Responsibilities

1. Unlocks building.
2. Checks mechanical equipment.
3. Cleans and maintains assigned areas.
4. Maintains grounds as directed by supervisor.
5. Delivers supplies as requested by principal or office personnel.
6. Assists in unloading of delivery trucks.
7. Puts up the flag.
8. Maintains building marquee.
9. Assists in decoration of multi purpose rooms and stage areas for school functions.
10. Paints as directed by supervisors.
11. Performs minor maintenance work as needed.
12. Assists Director of Maintenance as requested.
13. Assists in emergencies.
14. Maintains supplies in workrooms.
15. Maintains soda and sanitary napkin machines.
16. Removes snow and ice as needed.
17. Washes windows, mirrors, etc. as needed.
18. Assists food service employees as needed.
19. Other duties as assigned by supervisors.

Evening Shift Responsibilities

1. Cleans and maintains assigned areas.
2. Secures building and grounds.
3. Sets up for evening activities.
4. Assists in unloading of delivery trucks.
5. Checks heating and cooling systems for proper functions as directed by supervisor.
6. Takes down flag.
7. Washes windows, mirrors, etc. as needed.
8. Performs minor maintenance work as needed.
9. Removes snow and ice as needed.
10. Assists teachers and principal needed.
11. Assists students as needed.
12. Assists Director of Maintenance.
13. Other duties as assigned by supervisors.

Terms of Employment

12 months 7 ½ hours per day