

Custodial Duties / Responsibilities

PERFORMANCE STANDARDS

- I. Work Habits
 - A. Observes scheduled work hours
 - 1. Hours to be set and determined with each custodian / principal as agreed upon
 - 2. All custodians will work day shift, 7:00 – 3:00 on non-instructional days; ie. Faculty senate, snow days
 - 3. Extra work days will be agreed upon by immediate supervisor prior to need in exchange for days off
 - 4. No loitering in office areas, a regular break room is designated
 - B. Demonstrates regular attendance
 - 1. Notice of absences with as much prior notification as possible would be appreciated.
 - C. Adhere to school and county policies and procedures.
 - 1. No smoking or tobacco products on school property
 - 2. Dress code observed
 - 3. Personal association with students to be limited
 - 4. Disciplining of students to be left to administration and faculty, but please report any incidents which need to be taken care of
 - 5. Additional help to do your job is prohibited; ie. Students, family, or neighbors.
 - D. Practices safety
 - 1. Wet floor signs, back support belts, and safety goggles as needed.
 - E. Follows work schedule
 - 1. A daily schedule will be made and adhered to as designated
 - 2. Two 15 minute breaks and a 30 minute lunch will be assigned
 - 3. Will be in assigned area at all times
 - F. Accepts change
 - 1. The entire building is your responsibility when you're the only Custodian on duty. If a problem arises on an end of the building which is generally designated as someone else's – you must take care of the immediate problem.
 - 2. Working cooperatively with each other is essential

- G. Maintains clean, orderly work area
 - 1. All supplies will be kept in a central location
 - 2. Each custodian will keep daily needs on their cart
 - 3. All buckets mops and brooms will be kept in supply areas, never left in public areas i.e. furnace room, cafeteria
- H. Demonstrates initiative
 - 1. There is always something to clean – your schedule should reflect this – pick up outside, new can liners, sweep entryways, clean windows, wash boards, dust furniture etc.
 - 2. “Nothing to do”, loitering around will result in added chores
- I. Displays positive attitude
 - 1. If you have a complaint – BRING IT TO ME – NOT TEACHERS, PARENTS, OR OTHER STAFF.

II. Performance

- A. Demonstrates Good Judgment
 - 1. Always work hard, find something to do
 - 2. Think before you speak or complain
- B. Plans and organizes work tasks
 - 1. Stick to your daily routine – schedule
 - 2. Clean and organize stock room and outside storage room daily
- C. Performs high quality work
 - 1. Take pride in your area
 - 2. Daily weekly and bi-weekly chores will be documented on your log and the teachers will log also weekly
- D. Accepts responsibility for work performed
- E. Follows instructions of supervisor(s)
 - 1. Principal, Vice, Teachers are your immediate supervisors, they Each will complete evaluations for you, both commendations and recommendations
- F. Completes work tasks efficiently
- G. Effectively operates and cares for equipment
 - 1. Ask for help if you're unsure
- H. Coordinates work tasks with others as appropriate
 - 1. Much work can be coordinated to help each other, don't start this with 'I cleaned it the last time,'

III. Professional Development

- A. Demonstrates skills and knowledge to successfully perform work tasks
- B. Participates in work related training

Tasks and Responsibilities:

All areas will be divided equally between the three custodians. In regard to Routine responsibilities. These are the areas your evaluation will cover.

All outside areas attached to your assigned cover area will also be your responsibility.

1 – Brenda Christian – 6:30 to 2:30

Cafeteria, 6th grade wing, 2 5th grade classrooms and front hallway down to and including the offices.

2 – Margie Meritt 1:00 – 9:00 pm

Assist in Cafeteria, furnace room, parent volunteer room, Evelyns office, 4th grade wing, main hallway, one 5th grade room, 3rd grade wing and library side

3 – Freddy Copley – 3:00 – 11:00 p.m.

Resource room area, main hallway to the end and including the kindergarten wing, first grade wing and gym and shower rooms and two storage rooms across from the water machines.

DAILY:

SWEEP AND/OR VACUUM ROOMS & HALLWAYS

TRASH

DUST FURNITURE, COMPUTERS

CLEAN ALL RESTROOMS

SANITIZE BOWLS, URINALS, LAVATORIES

MOP FLOORS

PICK UP OUTSIDE and ANY OTHER DETAIL YOU SEE THAT NEEDS CLEANING – BE AWARE OF ALL BUILDING NEEDS

REPORT ANY MAINTENANCE NEEDS TO HEAD CUSTODIAN / MS. FLETCHER.

BI-WEEKLY:

BUFF ALL TILED AREAS, TUESDAY & THURSDAYS

MOP

DUST / CLEAN WINDOW SILLS

NEW OUTSIDE CAN LINERS

WEEKLY:

SWEEP SIDEWALKS

WASH CHALK BOARDS

ORGANIZE STORAGE ROOMS

FREDDY COPLEY

MARGARET FLETCHER

