

GEORGE-LITTLE ROCK COMMUNITY SCHOOL DISTRICT

Job Description

Rev. 05/11

Position Title: Building Custodian

General Characteristics:

Recruited by: Superintendent of Schools & Building Principal
Recommended for appointment by: Superintendent & Building Principal
Contracted by: Board of Education

Working Relationships:

Type of Authority: Line
Reports to: Superintendent and Building Principal
Supervises: Helpers
Consults with: Superintendent, Principal, Professional Staff, and Other Custodians

Basic Functions:

Responsibilities toward the operation and maintenance of the school plant, observing standards of cleanliness and functional efficiency.

Position Responsibilities:

1. Unlocking and securing school facilities.
2. Cleans sinks, drinking fountains, sink counters, and chalk trays.
3. Cleans all desks, counter tops, flat surfaces, etc., cleans restrooms, refills dispensers (towel, soap, etc.), cleans rooms, hallways, empties wastebaskets, etc.
4. Check and prepare all custodial equipment.
5. During the summer all interior major maintenance is accomplished. Following is a list of possibilities:

Clean hardware
Clean all glass
Clean and maintain light fixtures
Clean and maintain door frames
Clean air conditioner filters
Interior:
Clean hardware
Maintain door locks
Maintain door closures
Clean windows
Clean floors, including gym floor and bleachers
Clean carpets
Clean walls
Clean ceilings
Clean door frames
Clean baseboards
Clean blackboards and trays
Clean furniture
Clean sinks
Make necessary repairs where possible
Paint and touch-up

6. Autoscrub or mop hard surface floors as needed during the school year and scrub, seal, and finish during the summer.
7. Join other custodians for special projects of work during the summer months.
8. Be aware of public relations.
9. Must comply with all safety and health standards as set forth by the superintendent and state and federal regulations.
10. Provide a program for care, cleaning, regular maintenance and preventive maintenance of all school owned equipment which is used and in custody of the building custodian.
11. Must be available to assist with after school hours activities and evening activities as assigned.
12. Autoscrub multi-purpose room weekly and before special activities as needed.
13. Will be held responsible for the proper storage of chemicals.
14. Will maintain an inventory of all tools and equipment that is generally considered the property of the custodian.
15. Should maintain all written records current and accurate.

Preparation, Experience, and Skills:

1. Is physically able to do the work involved with school plant operation and maintenance.
2. Has either the knowledge or ability to be trained commensurate with the responsibilities of the job.
3. Character traits are of an acceptable level, including the avoidance of swearing, being on school property with alcohol, smoking contrary to school board policy, chewing tobacco, and using snuff on the job.
4. Report to work each day clean and neat.
5. Show by their attitude their interest in the welfare of the school.
6. Must be able to perform the job in the hours set by administration.

Term of Employment:

This position is for a period of 12 months.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Classified Staff.