



TITLE: BGS CUSTODIAN WORK ASSIGNMENTS AND JOB DESCRIPTIONS

QUALIFICATIONS:

1. T.B. test and certificate of good health signed by a licensed physician.
2. Demonstrate aptitude or competence for assigned responsibilities.

REPORTS TO: Superintendent/Principal/Maintenance

JOB GOAL: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

HOURS:

2:00 pm to 10:00 pm on normal student attendance days
6:00 am to 2:00 pm on non-student attendance days
11:00 am to 7:00 pm on School Improvement Days

JOB DESCRIPTION RESPONSIBILITIES

1. Keep buildings and premises, including sidewalks, driveways, and play areas neat, clean and hazard-free at all times. The specific work areas and work schedule for said areas are described by the superintendent/principal. These tasks include but are not limited to: mopping, sweeping or vacuuming floors, dusting furniture, scrubbing and disinfecting toilet floors, toilet fixtures and drinking fountains, clean chalkboards, chalk trays, whiteboards, and wash all windows as directed
2. This may include performing such yard keeping chores as trimming bushes, trees, grass, and the like, as necessary, to maintain the school grounds in a safe and attractive condition. These tasks also include shoveling and salting walks, and steps as directed.
3. Checks daily to ensure that all exit doors and all panic bolts are working properly.
4. Keeps all floors in a clean, attractive, and safe condition and in a good state of preservation.
5. Perform minor repairs.
6. Reports major repairs needed to their supervisor.
7. Reports immediately to supervising personnel any damage to school property.
8. Assumes responsibility for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons are turned off.
9. Keeps an inventory of supplies and equipment on hand, requisitions such needed replacements far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties.

10. Moves furniture or equipment within buildings as required for various activities and as directed by the superintendent/principal or supervisor.
11. Work independently
12. Communicate clearly, concisely, and appropriately and establish effective relationships with those contacted during the course of work
13. Maintain a courteous, friendly and helpful attitude toward students, visitors and staff
14. Lift and carry up to 50 pounds
15. Display individual initiative and when time permits, complete additional tasks which will improve the overall condition and/or appearance of the facilities
16. Perform other duties as assigned.

***Daily responsibilities when students are in attendance will be split in half when the two custodians are present. When both custodians are in attendance, one is responsible for the 1906/1926 portion and the other for the 1960 addition. Both are responsible for the gym/stage area. When one custodian is absent, the expectation is for a shortened clean throughout the entire building.

SALARY: \$15.50 an hour with annual raises

TERMS OF EMPLOYMENT: This is a 12-month position which includes 10 vacation days, 15 sick days and two personal days.

EVALUATION: Performance of the job will be evaluated in accordance with provisions of the Board's policy.

PAID HOLIDAYS: Martin Luther King Day, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day