

**DOLORES SCHOOL DISTRICT RE-4A
JOB DESCRIPTION**

CUSTODIAL DUTIES FOR HIGH SCHOOL, MIDDLE SCHOOL AND WOOD SHOP

Custodians are responsible for completing assigned tasks given by the Maintenance /Custodial Director. Cleanliness of the assigned building will be the main responsibility of the Custodians.

QUALIFICATIONS:

1. Custodial personnel must be able to work as a team, yet be self motivated.
2. Should have the ability to communicate effectively.
3. Enthusiasm and positive attitude.

RESPONSIBLE TO:

Custodial staff is directly responsible to the Maintenance/Custodial Director in all of their duties and responsibilities.

RESPONSIBILITIES AND DUTIES:

1. Custodians are responsible for using supplies and equipment in a responsible manner.
2. Custodians are responsible for the safety of themselves as well as others during the performance of their jobs.
3. Custodians may be assigned other tasks by the Maintenance/Custodial Director, the Superintendent, and the Building Principals. These additional tasks will be completed in order of importance.
4. Custodians may have the option of a job change within the district.

DAILY DUTIES FOR EACH ROOM:

1. Dust mop floors and halls and also vacuum carpet.
2. Wet mop floors and halls when needed (especially food, pop and mud).
3. Dump trash.
4. Check all exterior doors 4:00 PM and lock-up.
5. Wood Shop - check restrooms and also dust mop floor and wet mop if needed.
6. Empty trash and dust in Secretary's office, Principal's office, Counselor's office and library, vacuum carpets when needed.
7. Clean restrooms, sterilize toilet seats and drinking fountains. Check all paper towel, soap, and toilet paper dispensers, and restock them as needed.
8. Clean the band room, the hall carpet, vacuum, empty trash, etc.
9. Be sure all thermostats are turned down.

WEDNESDAYS AND FRIDAYS:

1. Clean whiteboards.
2. Vacuum library.
3. Clean entrance windows, interior windows and ledges, and dust shelves in halls.
4. Clean carpet in rooms.
5. Clean the desk and table tops.

EVALUATION:

Will be evaluated by Maintenance/ Custodial Director in accordance with the Classified Personnel Performance Procedure of the District.

SALARY:

Dictated by location on the Classified Salary Schedule.

**DOLORES SCHOOL DISTRICT RE-4A
JOB DESCRIPTION**

CUSTODIAL DUTIES FOR PRESCHOOL

Custodians are responsible for completing assigned tasks given by the Maintenance /Custodial Director. Cleanliness of the assigned building will be the main responsibility of the Custodians.

QUALIFICATIONS:

1. Custodial personnel must be able to work as a team, yet be self motivated.
2. Should have the ability to communicate effectively.
3. Enthusiasm and positive attitude.

RESPONSIBLE TO:

Custodial staff is directly responsible to the Maintenance/Custodial Director in all of their duties and responsibilities.

RESPONSIBILITIES AND DUTIES:

1. Custodians are responsible for using supplies and equipment in a responsible manner.
2. Custodians are responsible for the safety of themselves as well as others during the performance of their jobs.
3. Custodians may be assigned other tasks by the Maintenance/Custodial Director, the Superintendent, and the Building Principals. These additional tasks will be completed in order of importance.
4. Custodians may have the option of a job change within the district.

DAILY DUTIES FOR EACH ROOM:

1. Dust mop floors and halls.
2. Wet mop floors and halls when needed (especially food, pop and mud).
3. Empty trash cans in all rooms, including offices.
4. Check all exterior doors at 5:30 and lock-up.
5. Vacuum ALL carpeting.
6. PRIORITY - Clean restrooms, mop, sterilize toilet seats, drinking fountains, and sinks.
8. Be sure all thermostats are turned down.

WEDNESDAYS AND FRIDAYS:

1. Clean whiteboards.
2. Check the hand soap dispensers and fill when necessary.

3. Check entrance windows, interior windows, ledges, and clean when necessary. Include the main entrance door due to fingerprints, mud, etc.

EVALUATION:

Will be evaluated by the Maintenance/Custodial Director in accordance with the Classified Personnel Performance Procedure of the District.

SALARY:

Dictate by location on the Classified Salary Schedule.

**DOLORES SCHOOL DISTRICT RE-4A
JOB DESCRIPTION**

CUSTODIAL DUTIES FOR SCIENCE BUILDING

Custodians are responsible for completing assigned tasks given by the Maintenance/Custodial Director. Cleanliness of the assigned building will be the main responsibility of the Custodians.

QUALIFICATIONS:

1. Custodial personnel must be able to work as a team, yet be self motivated.
2. Should have the ability to communicate effectively.
3. Enthusiasm and positive attitude.

RESPONSIBLE TO:

Custodial staff are directly responsible to the Maintenance/Custodial Director in all of their duties and responsibilities.

RESPONSIBILITIES AND DUTIES:

1. Custodians are responsible for using supplies and equipment in a responsible manner.
2. Custodians are responsible for the safety of themselves as well as others during their job performance.
3. Custodians may be assigned other tasks by the Maintenance/Custodial Director, the Superintendent, and the Building Principals. These additional tasks will be completed in order of importance.
4. Custodians may have the option of a job change within the district.

DAILY DUTIES FOR EACH ROOM:

1. Dust mop floors and halls.
2. Wet mop floors and halls when needed (especially food, pop and mud).
3. Dump trash in all classrooms and offices.
4. Check all exterior doors at 4:00 PM and lock up.
5. Empty trash, dust in teacher's office, and vacuum carpets when needed.
6. Clean restrooms, sterilize toilet seats and drinking fountains, also wet mop with a disinfectant.
7. Check all paper towel, soap, and toilet paper dispensers.
8. Be sure all thermostats are turned down.

WEDNESDAYS AND FRIDAYS:

1. Clean whiteboards
2. Vacuum Art room
3. Clean entrance windows, interior windows and ledges, and dust shelves in halls.

EVALUATION:

Will be evaluated by the Maintenance/Custodial Director in accordance with the Classified Personnel Performance Procedure by the District.

SALARY:

Dictated by location on the Classified Salary Schedule.

**DOLORES SCHOOL DISTRICT RE-4A
JOB DESCRIPTION**

CUSTODIAL DUTIES FOR ELEMENTARY (K-2, 3-5 BUILDINGS)

QUALIFICATIONS:

1. Custodial personnel must be able to work as a team, yet be self motivated.
2. Should have the ability to communicate effectively.
3. Enthusiasm and positive attitude.

RESPONSIBLE TO:

Custodial staff is directly responsible to the Maintenance/Custodial Director in all of their duties and responsibilities.

RESPONSIBILITIES AND DUTIES:

1. Custodians are responsible for using supplies and equipment in a responsible manner.
2. Custodians are responsible for the safety of themselves as well as others during the performance of their job.
3. Custodians may be assigned other tasks by the Maintenance/Custodial Director, the Superintendent, and the Building Principals. These additional tasks will be completed in order of importance.
4. Custodians may have the option of a job change within the district.

DAILY DUTIES FOR EACH ROOM:

1. Dust mop floors and halls.
2. Wet mop floors and halls when needed (especially food, pop and mud).
3. Empty trash cans in all rooms, including offices.
4. Clean and disinfect the bathrooms, and mop bathroom floors with disinfectant every day.
5. Check all exterior doors at 4:00 PM and lock-up, making sure that you double check them before you leave.
6. The all-purpose room needs to be dust mopped and wet mopped with a disinfectant every day.
7. Vacuum carpets as needed in the Superintendent's office and the Principal's office.
8. Check all soap, paper towels, and toilet dispensers, and fill when needed.

EXTRA DUTIES TO BE PERFORMED THROUGHOUT THE WEEK:

1. There are sections of carpet in each of the rooms, if possible, take the time to clean the carpet when messy and dirty.
2. The carpet in the kindergarten room needs to be done on a daily basis.

WEDNESDAYS:

1. Clean all the whiteboards; you may choose to alternate days.

FRIDAY:

1. Clean all of the chalkboards.
2. Vacuum all the carpeted areas.
3. Clean District Office and Principal's Office for the following week.