



## **Custodian Job Description**

**Position Title:** Custodian  
**FLSA Class:** Non-Exempt  
**Effective Date:** June 2025

### **SUMMARY**

This position is responsible for providing an atmosphere that is conducive to the learning situation, maintain high standards of cleanliness, and do preventive maintenance on items of equipment.

### **DUTIES**

1. Dust mop and wet mop all floors daily.
2. Vacuum rugs and carpeted floors.
3. Move furniture including chairs, tables, and desks.
4. Change light bulbs.
5. Empty trash and carry to dumpsters
6. Service, clean, and supply restrooms.
7. Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
8. Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
9. Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
10. Keep buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times.
11. Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity.
12. Help to remove snow where appropriate.
13. Check daily to ensure that all exit doors are open, and all panic bolts are working properly.
14. Survey classrooms daily and dust and polishes appropriate furniture, files, bookcases, and windowsills.
15. Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
16. Notify managers concerning the need for major repairs or additions to building operating systems.
17. Dust furniture, walls, machines, and equipment.
18. Clean corridors daily.
19. Scrub, mop, and disinfect toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
20. Wash all windows on the inside and those that can be reached on the outside at least once each year and more frequently if necessary. Windows where the public enters should be cleaned weekly if there is a need.
21. Help keep grounds free of trash.
22. Clean chalkboards/marker boards and trays daily.
23. Report any major repairs needed to your building principal.



24. Move furniture or equipment within buildings as required for various activities as directed by the principal.
25. Remove snow from sidewalks and spread snow melting chemicals.
26. Requisition of supplies and equipment needed for cleaning
27. Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
28. Comply with local laws and procedures for the storage and disposal of trash and waste.
29. Perform emergency repairs and/or cleaning services as needed.
30. Keep storage rooms neat and orderly. Dispose of all cardboard.
31. Perform other duties as may be assigned by administration.

### **QUALIFICATIONS**

1. High School diploma or equivalent required.
2. General knowledge of cleaning supplies and equipment.
3. Ability to understand and follow basic oral and written instructions.
4. Ability to be on your feet for long periods of time.
5. Enforce school regulations and policies in a professional manner.
6. Ability to maintain good working relationships with fellow employees and pupils.
7. Ability to lift and carry up to 50 lbs.
8. Ability to push and pull up to 40 lbs.

### **SCHEDULING**

The schedule is subject to change with time of year and school demands, 5-10 hours/week while school is in session. Overtime is required when requested.