

## Northern Cass Custodian Position

This position will report to the Superintendent and Activities Director. The qualifications for this position are established by the Board of Education. Qualified applicants should possess the skills of accountability, adaptability, communication, leadership and a learners mindset. In addition, qualified applicants should have a strong work ethic, be willing to collaborate, and work independently.

This position will provide learners with a safe, comfortable, and clean place in which to learn. This employee will be available in the building at school events held after normal school hours. This includes, but is not limited to, athletics, music concerts, conferences, and meetings.

### Major Duties:

1. Abide by the work schedule.
2. Suggest changes for improvement of the school facility.
3. Know the type and amount of supplies to use as well as the correct methods of using them.
4. Inform the Director of Building Operations when supplies are needed to order.
5. Clean designated areas as assigned.
6. Turn off the lights and secure doors after everyone has left the building or other arrangements have been made.
7. Report any unusually messy areas to the Superintendent.
8. Assist in maintaining a safe school.
9. Provide proper care of building, sites, furniture and various kinds of equipment, supplies, and instruction materials.
10. Bring complaints, problems, and questions to the attention of the administration.
11. Adhere to school policies and procedures.
12. Maintain the confidentiality of learners and educators. Any information regarding classroom or school behavior, and/or personal information will be kept confidential and discussed only with the proper school personnel.

## **CUSTODIAN JOB DESCRIPTION**

**Qualifications:** As established by the school district Board of Education.  
**Reports to:** Superintendent and activities director

**Goal:** To provide learners with a safe, comfortable, clean, and efficient place in which to learn, play, and participate.

THE MAJOR DUTIES OF THE CUSTODIAN INCLUDE, BUT ARE NOT LIMITED TO:

1. Abide by the work schedule and know the work schedule of each person on the custodial team.
2. Suggest changes for improvement of the school building and grounds.
3. Know the kind and amount of supplies to use as well as correct methods of using them.
4. Clean daily: **Learning Centers**  
**Hallways**  
**Gymnasium**  
**Locker Rooms**  
**Restrooms**  
**Commons and Kitchen**  
**Staff Lounge**  
**Library/Center for Learner Success**  
**Office as Assigned**
5. Check towels, toilet tissue and soap daily, in all areas
6. Turn off the lights and lock doors (evening custodian).
7. Report an unusually messy learning center.
8. Dust all surfaces at least once per week.
9. Prevent slippery floors and steps.
10. Keep obstructions out of hallways.
11. Keep furniture safe for learners.
12. Assist in maintaining safe school grounds.
13. Inspect daily for fire hazards and make corrections.
14. Provide proper care of building, sites, furniture, various kinds of equipment, supplies, and instruction materials.
15. Bring complaints, problems, and questions to the attention of your supervisor(s).
16. Adhere to school policies and procedures.
17. Maintain the confidentiality of learners and educators. Any information regarding learning centers or school behavior, and/or personal information is to be kept confidential and discussed only with the proper school personnel.

