

GRANT PARISH SCHOOL BOARD

Job Description

TITLE: *School Custodian*

QUALIFICATIONS: High School Diploma or GED preferred; ability to follow written instructions and schedules; ability to work well with others; skills related to maintaining school buildings and grounds.

REPORTS TO: Principal/Assistant Principal/Maintenance Supervisor

JOB GOAL: Maintaining the facility to insure a safe, efficient, attractive, and clean environment conducive to the overall education of the students; minimize property damage, loss and liability to the school district.

SUPERVISES: None

ACCOUNTABILITY: Performance evaluation annually

SALARY: Custodian Salary Schedule

TERMS OF EMPLOYMENT: 9, 10, 11, or 12 - Month

PERFORMANCE RESPONSIBILITIES:

- Have buildings open and accessible before school each day and for extra-curricular activities.
- Lock and secure buildings after school each day and for extra-curricular activities.
- Monitor heating and air conditioning daily.
- Monitor boilers and maintain clean boiler rooms (if applicable).
- Report major repairs to principal/assistant principal.
- Monitor sewage treatment plant daily (if applicable).
- Make general repairs to buildings, equipment, etc. as needed.
- Maintain an inventory of supplies, equipment, and materials essential to the daily operation of the school.
- Inspect buildings and grounds daily for needed maintenance, repair and replacement.
- Take all necessary precautions prior to and during freezing weather conditions.
- Keep schoolyard and playground areas clean - mow, trim hedges/trees, weed eat and poison weeds as needed.
- Keep up with tools, equipment, supplies, and maintenance of said items.
- Assist cafeteria employees as needed (i.e. unload commodities off of truck monthly).
- Clean sewage and grease traps, and tend to minor drainage problems as needed.
- Monitor and operate school concession and vending machines (if applicable).
- Check restrooms, cafeteria and electrical equipment each morning and perform maintenance as needed.
- Maintain storage of all flammable materials in storage building utilizing proper procedures.
- Assist parish maintenance personnel as needed.

- Arrange furnishings and equipment for the purpose of providing adequate preparation for meetings, classroom activities, and events.
- Deliver various items (e.g., supplies, packages, furniture, etc.) for the purpose of distributing materials to the appropriate places.
- Able to work in an environment with physical exposure to cold, heat, dampness and noise.
- Lift up to 30 pounds unassisted for the purpose of lifting equipment necessary to complete assigned tasks.
- Able to work appropriately with others in close proximity.

PROFESSIONAL RESPONSIBILITIES:

- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately within deadlines without supervision.
- Perform job responsibilities consistently; use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
- Complete and submit all forms, reports, documentation, and trainings by required dates. and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition

of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

Employee Printed Name: _____

Employee Signature: _____

Date Signed: _____

Supervisor Signature

Date