

TITLE: CUSTODIAN (HEAD)

QUALIFICATIONS:

1. A high school diploma or equivalent
2. Demonstrated aptitude for the successful fulfillment of assigned responsibilities

REPORTS TO: Principal or his/her designee

JOB GOAL: To maintain the physical school plant and grounds in a condition of operating excellence so that full educational use of them may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Performs custodial tasks as time permits.
2. Completes routine maintenance tasks.
3. Sees that the building and premises are kept neat and clean at all times.
4. Keeps all floors in a clean and attractive condition and in a good state of preservation.
5. Helps in the selection, assignment, scheduling, and training of members of the custodial staff.
6. Promptly reports repairs needed or damages sustained to the principal.
7. Keeps an inventory of supplies and equipment on hand and requests needed replacements far enough in advance so that they may be delivered in such time as will not hinder the work.
8. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
9. Reports to the principal any acts of vandalism, any evidence of deliberate littering and any behavior that is demeaning to the custodial staff.
10. Sees that all light fixtures are clean, tubes replaced as needed and light fixtures not in proper working order reported.
11. Strives constantly to promote the safety, health, and comfort of the students and employees.
12. Performs other duties as assigned by the principal.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Florence City Schools
Approved by Board of Education

Position is grandfathered by salary schedule.

TITLE: CUSTODIAN

QUALIFICATIONS: Demonstrated aptitude or competence for successful fulfillment of assigned responsibilities.

REPORTS TO: Head Custodian or Administrator

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

PERFORMANCE RESPONSIBILITIES:

1. Keeps building and premises, including sidewalks, driveways, and play areas, neat and clean at all time.
2. Checks daily to ensure that all exit doors are operable and all panic bolts are working properly during the hours of building occupancy.
3. Raises the United States and Alabama flags at the beginning of each school day, and lowers them at the close of each school day.
4. Sweeps classrooms daily and dusts furniture.
5. Cleans corridors after school each day and during the day when conditions require it.
6. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
7. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary.
8. Performs such yardkeeping chores as grass cutting, tree trimming, etc. to maintain the school grounds in a safe and attractive condition.
9. Cleans all whiteboards at least once a week.
10. Makes such minor building repairs as capabilities permit.
11. Reports promptly to the Principal or head custodian any major repairs needed.
12. Reports immediately to the Principal or head custodian any damage to school property.
13. Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and his/her attendance is required by the Principal.
14. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured and that all lights, except those left on for safety reasons, are turned off.
15. Moves furniture or equipment within buildings as required for various activities and as directed by the Principal.
16. Performs a variety of other custodial tasks as assigned by proper authority.

TERMS OF EMPLOYMENT: Ten- or twelve-month year. Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

Florence City Schools

Approved by Board of Education 9-10-13