

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

CUSTODIAN

QUALIFICATIONS:

1. Demonstrated aptitude or competence for assigned responsibilities.
2. Such alternatives to the above qualification as the Board may find appropriate and acceptable.

REPORTS TO: Principal

SUPERVISES: None

POSITION GOALS

Provides 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 times.
2. Regulates heat, ventilation, and air conditioning system to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity. Cleans all air conditioning filters regularly.
3. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
4. Sweeps classrooms daily and dusts furniture.
5. Cleans corridors after school each day, and during the day when their condition requires it.
6. Scrubs, hoses down, and disinfects toilets floors daily, and cleans all sanitary fixtures and drinking fountains daily.
7. Washes all windows on both the inside and outside as needed.
8. Keeps the grounds free from rubbish.
9. Performs such yard keeping chores as grass cutting, tree trimming, as necessary, to maintain the school grounds in a safe and attractive condition.
10. Keeps all floors in a clean and attractive condition and in a good state of preservation.
11. Cleans all chalkboards as needed.
12. Makes minor building repairs as capable.

13. Reports major repairs needed promptly to the principal.
14. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing.
15. Reports immediately to the principal any damage to school property.
16. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and his attendance required by the principal.
17. 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 all lights, except those left on for safety reasons, are turned off. Exercise safety precautions on the job.
18. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties.
19. Conducts an ongoing program of general maintenance, upkeep, and repair.
20. Moves furniture or equipment within buildings as required for various activities and as directed by the Principal.
21. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
22. Performs such other duties as may be assigned.

TERMS OF EMPLOYMENT: Nine months unless otherwise designated by the Board.
Salary to be based on the Board adopted non-instructional salary schedule.

EVALUATION: Performance of this position will be evaluated annually by the Principal in accordance with the Board policy for evaluation of non-instructional personnel.