

JOB DESCRIPTION

Position: Custodian
Status: 12-month Classified
Reports to: Maintenance Director
Salary: Classified Employee Salary Schedule, Column A

Desirable Qualifications:

- High School Diploma or equivalent desired
- Knowledge of cleaning, waxing, disinfectants, hazardous materials, and minor maintenance
- Neat and clean
- Ability to represent the school district as an ambassador to both visitors and the community

Performance Responsibilities: Keeps our school complex clean and assists with setting up rooms for classes, large presentations and business meetings as needed; responds to repair calls for such activities as replacing a broken light, cleaning up a non-toxic spill and removing damaged office furniture.

General Responsibilities:

Responsibility to the District imposes the following obligations:

- Maintain consistent and regular attendance.
- Be reliable and flexible.
- Maintain a high level of confidentiality as required by law in all matters relating to personnel, student records, technology access and with regards to overall school conversation.
- Use discretion in commenting on school matters, including performance of school personnel.
- Acknowledge that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education.
- Understand regulations and procedures of the school are to be followed at all times.
- Immediately report concerns or criticism to supervisor.

Responsibility to self requires each employee to:

- Maintain positive attitude about his/her position.
- Be responsible for his/her own actions.
- Serve as role model for students in speech, conduct, and appearance.
- Be congenial with students, staff, parents, and general public.
- Be fair and equitable in treatment of all students and staff.

Essential Functions:

- Clean designated building areas as outlined in the district Custodial Care Plan
- Vacuum and mop floors
- Empty trash and maintain area around trash containers
- Clean chalk boards, white boards and trays
- Clean and sanitize student and staff work surfaces and eating areas.
- Maintain physical classroom organization as set by teacher.
- Clean and maintain halls and commons
- Clean windows and doors inside and out
- Clean interior walls and locker faces
- Clean building grounds
- Immediately eliminate any graffiti or vandalism
- Maintain supply room and custodial rooms in a clean and orderly fashion.

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- Keep equipment clean and in good repair and supplies orderly.
- Keep drinking fountains clean and sanitary.
- Clean and disinfect bathrooms.
- Keep porches, steps and walks clean and free from ice and snow.
- Report damage to building or equipment to supervisor in a timely manner.
- Report any unsatisfactory conduct of student(s) to principal in a timely manner.
- Check to ensure windows and doors are secure before leaving for the day.
- Maintain cleanliness of school facilities after special activities.
- Take safety precautions and reports any unsafe conditions.
- Promptly submit accurate accident reports.
- Other duties as assigned

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

I have read and understand the above job description.

Signature of Employee

Date

It is Wrangell Public School District's policy to not discriminate on the basis of race, color, national origin, sex or disability.

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