

TRUSSVILLE CITY BOARD OF EDUCATION
Job Description

POSITION TITLE: Custodian

QUALIFICATIONS: Ability to read instructions and write brief reports

JOB GOAL: To assist Head Custodian in providing students and school staff with a well-kept environment in which to learn and to work

REPORTS TO: Director of Building & Facilities, Principal and/or Designee, and Head Custodian

EVALUATION: Trussville Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Maintains and cleans building and premises, including sidewalks, driveways, and play areas neat and clean on a daily basis.
2. Assists Head Custodian in monitoring heat, ventilation, and air conditions systems to provide temperatures appropriate to the season and to ensure economical use of natural resources
3. Shovels, sweeps, sands walks, driveways, parking areas, and steps as appropriate.
4. Checks daily to ensure hallways are free from trash, exits are clear, and panic bars and doors are in working order.
5. Sweeps, vacuums, or mops classrooms and halls daily.
6. Keeps classrooms and furniture dusted.
7. Scrubs, hoses down, and disinfects toilets, bathroom floors, sinks, and water fountains daily or more often when their condition requires cleaning.
8. Washes windows inside and outside at least twice yearly or more often if needed.
9. Performs grounds keeping duties such as grass cutting, tree trimming, rubbish collecting, etc, to maintain grounds in safe, attractive condition.
10. Assists in minor building repairs.
11. Reports promptly to the principal any major repairs needed or any damage to school property.

12. Remains on school premises during duty hours, including non-school hours when required by the principal.
13. Determines before leaving that all doors and windows are secured and lights, except for security are off.
14. Assists Head Custodian with inventories of supplies and equipment.
15. Assists Head Custodian in moving furniture or equipment as required for various activities by principal
16. Complies with laws and procedures for storage of chemicals and disposal of trash.
17. Conducts weekly fire and electrical inspections with Head Custodian or principal.
18. Participates in professional growth activities or seminars on clean air (environment) and safety.
19. Assumes responsibility to perform any work that is assigned by the Superintendent, Principal, or designee.

Board Approved: July 12, 2005
Board Amended: Feb. 1, 2010