

# Policy 4302 – Job Description: Custodians

## Line of Authority

The custodians shall follow such general directions as may be given by the Superintendent, and shall in all other matters be under the direction and supervision of their assigned supervisor or Building Administrator.

## Fire Prevention

The custodians shall allow no accumulation of rubbish or paper in boiler rooms. Rubbish and debris shall be cleaned up. The furnace rooms and store rooms should be as clean as possible and arranged in an orderly fashion to eliminate fire hazards. All fire extinguishers shall be checked and recharged as often as necessary.

## Care of Building

The custodians shall keep the building in their care in a clean, wholesome, and healthful condition; free from dust and other noxious substances.

## Heating

The custodian shall keep the boilers in such condition as to insure a properly heated building at all times the building is to be used. The temperature of the rooms should be as nearly as possible to 68 to 72 degrees F. Each custodian is responsible for the heating apparatus of the building and shall keep it clean and in good running condition at all times.

## Scrubbing and Cleaning

The custodian shall do such scrubbing and cleaning as may be required. This cleaning shall include washing windows, doors, walls, closets, shelves, lavatories, stools, urinals, and drinking fountains. They shall be kept in a clean and sanitary condition; scrubbing them daily if necessary.

## Care of Grounds

Custodians shall keep the walks around the school grounds free from snow and ice, make minor repairs when necessary, keep the yard from being strewn with paper and other rubbish, mow grass regularly, keep grounds in attractive condition, receive fuel and other supplies delivered to the school and have charge of maintaining the playground equipment.

## Remain On School Premises

Custodians shall remain in and around their respective buildings when school is in session except when it is necessary for them to be absent for their noon meal. The time for the noon meal should be arranged with the Building Administrator. The only time the custodian shall be absent from the building when school is in session is on direct orders from their assigned supervisor, Building Administrator or Superintendent. In the event of an emergency the custodian shall inform their assigned supervisor, or Building Administrator of the emergency before leaving the building.

### Sweeping and Dusting

All classrooms should be swept and dusted daily. Dust should not be allowed to accumulate on shelves, window ledges, desks or book cases.

### Equipment

Custodians shall keep heating plant, lighting systems, and any ventilating system in good working order. They should immediately report all breaks, leaks, and other defects that they cannot correct to their assigned supervisor, Building Administrator or Superintendent.

### Meetings

Custodians shall attend all meetings called for the maintenance staff by their assigned supervisor, Building Administrator or Superintendent.

### Personal Neatness

Custodians shall appear neat and clean while working with teachers, pupils, or public.

### Tools and Supplies

Custodians shall apply to their assigned supervisor, or Building Administrator for all tools and supplies needed in their work. No tools or supplies shall be ordered by the custodians unless approved by the Building Administrator.

### Secure the Building

The custodians are responsible for seeing that the rooms and buildings are closed and locked and that the lights are off at night, and all other times when school is not in session.

### Inventory of Tools, Equipment and Supplies

On or before the first of June the custodians shall submit an annual list of tools and equipment on hand, and a statement as to the condition of same. A current inventory of all supplies shall be maintained.

### Assignment of Duties

All custodians are subject to the call of the Superintendent for service in the way of care or repair, not only of their own building, but any building or ground used by the District that the Superintendent may designate.

### Purchasing Supplies

No supplies may be purchased by the custodian and charged to the School District without obtaining permission from their assigned supervisor, or Building Administrator. All sales slips shall be signed by the custodian authorized to make the purchase.

Adopted 12/7/98; Reviewed 07/20/09; Revised 8/15/16