

Oelrichs School District 23-3

Job Description

Position: Summer Custodian

Qualifications:

1. Must have a High School Diploma or equivalent.
2. Must be in good health and capable of fulfilling assigned duties and tasks.
3. Must be willing to learn new aspects of the job.
4. Must have basic knowledge of methods, materials, tools and essentials used in custodial care and routine facilities maintenance.
5. Must have some knowledge of work hazards and safe work techniques, including lifting.

Responsible To: Head Custodian

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

Performance Responsibilities:

1. Keeps building and premises neat and clean at all times.
2. Washes all windows on both the inside and outside at least twice each year or more frequently if necessary.
3. Keeps all floors in a clean and attractive condition and in a good state of preservation.
4. Reports major repairs needed promptly to maintenance person.
5. Reports immediately to the principal any damage to school property.
6. Remains on the school premises during summer school hours.
7. Will mow school grounds and football field weekly.
8. Will water school grounds and football field as needed.
9. Will prepare floors for waxing.
10. Will paint in areas needed as established by Head Custodian.
11. 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, all lights, except those left on for safety reasons are turned off.
12. Keeps an inventory of supplies, equipment 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 his or her duties.
13. Moves furniture or equipment within building as required for various activities and as directed by the principal.
14. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
15. Is pleasant and courteous when with the staff and/or visitors.
16. Removes garbage, cans and other refuse from kitchen and lunchroom as needed.
17. Helps load and unload food carts for food service, if assigned duty.

18. Sets up (with assistance) the tables and chairs for the lunchroom.
19. Cleans up and removes tables and chairs for the lunch room.
20. Takes pride in his/her personal appearance by keeping himself/herself clean and his/her clothing neat.
21. Maintains a high level of personal conduct on the job so as to establish a good relationship with the students, faculty, staff, administrators and the public.
22. Must be physically fit and able to engage in strenuous physical labor and physically fit to fulfill other custodial job requirements.
23. Performs such other duties as may be assigned by the building principal or Superintendent.

Terms of Employment: Salary and dates of employment will be established by the Oelrichs School Board.

Evaluation: The Head Custodian will evaluate performance of this job.

Criminal Background Check: All employees in contact with children must submit to and pass the required criminal background check and drug test.