

# BUCKLEY COMMUNITY SCHOOLS

**BOARD OF EDUCATION  
BUCKLEY COMMUNITY SCHOOLS**

JOB DESCRIPTION

Page 1

The Board of Education authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent.

## **Job Title: Custodian**

Classification: Custodial

Reports to: Superintendent and Head Custodian

Evaluated by: Superintendent and Head Custodian

### **Job Summary:**

The custodian is expected to use initiative and take pride in his/her work. The job responsibility expects that the custodian will make certain that the school is well maintained and as attractive as possible, using the resources available.

### **Essential Duties and Responsibilities:** *Other duties may be assigned.*

The custodian of Buckley Community Schools:

1. Is responsible for maintaining clean and safe conditions throughout his/her assigned areas.
2. Maintains a cleaning schedule to accomplish the following duties daily:
  - a. Wet clean restrooms and locker facilities.
  - b. Vacuum carpet in rooms and hallways.
  - c. Dust mop hard floors.
  - d. Wash and vacuum entrance areas.
  - e. General dusting.
  - f. Removal of waste materials.
  - g. Clean inside glass and mirrors.
  - h. Clean fixtures.
  - i. Clean chalkboards/whiteboards/etc.
  - j. Spot and emergency cleaning.
  - k. Close windows and turn off lights.
  - l. Lock and unlock doors.
  - m. Maintain sanitary napkin dispensers.
  - n. Secure buildings at the end of the day.

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Page 2

- o. Report needed repairs to the Superintendent and Maintenance Director.
  - p. Other duties as assigned by the Superintendent or Maintenance Director.
1. Maintains a cleaning schedule to accomplish the following duties periodically:
    - a. Floor sealing as buffing.
    - b. Carpet spot cleanings and/or shampooing.
    - c. Window washing and screen cleaning.
    - d. Blind or drapery cleaning.
    - e. Wall washing and furniture polishing/waxing.

## **Knowledge and Skills Required:**

1. High School diploma or equivalent and meets other educational requirements established by the Board of Education.
2. Demonstrate ability to deal with staff, students and the public, exercising tact and courtesy.
3. Dependable and of good moral character.
4. Ability to understand oral and written instructions, and follow through to see they are followed.
5. Demonstrates good public relations skills relating to job.
6. Capable of supervision and self-direction as it relates to the job.
7. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

*The information contained in this job description is for compliance with American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this and additional duties may be assigned.*

In signing this job description, you are acknowledging that you have completely read through this document and will comply with the responsibilities and expectations given above for Buckley Community Schools.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

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