

# CUSTODIAN JOB DESCRIPTION

**Job Goal:** To provide students with a safe and healthy environment in which they are able to learn, develop, and excel.

Custodians are responsible to the building Principal and Maintenance Supervisor during the months school is in service and solely to the Maintenance Supervisor during other times.

## Performance Responsibilities

1. Keeps buildings and premises, including sidewalks, steps, and play areas neat and clean at all times.
2. Assumes the responsibility of opening and closing the building. Checking daily to insure that all exit doors are operational and all panic bars are working properly. Insuring before leaving, that all outside doors are secured and all lights have been turned off, unless left on for safety purposes.
3. Sweeps and/or vacuums all classrooms and sanitizes and dusts furniture daily.
4. Insures all corridors/entryways and halls are clean throughout the day and before leaving for the day. This includes the glass in the entrance doors and windows nearby.
5. Cleans and disinfects bathroom toilets, floors, sinks, sanitary fixtures, and drinking fountains daily.
6. Washes all windows on both the inside and outside at least twice during the school year and more frequently if necessary.
7. Cleans all whiteboards in classrooms at least once a week, or more often if needed.

8. Light maintenance including, but not limited to, changing light bulbs, lubricating door hinges & hardware, tightening loose nuts/bolts, securing & reporting broken glass.
9. Report any major repairs needed and/or damage to the school property to the Principal & Maintenance Supervisor immediately.
10. Remains on the school premises during school hours and during non-school hours when his/her attendance is requested by the Principal or Maintenance Supervisor.
11. Keeps a current inventory of supplies & equipment on hand. To replenish the above mentioned supplies, a requisition must be filled out, signed, & turned into the Maintenance Supervisor. Requisitions are expected to be submitted in advanced to ensure delivery before supplies are depleted.
12. Moves furniture or equipment within the building as required for various needs as directed by the Principal or Maintenance Supervisor.
13. Performs any other related duties as assigned by the Principal, Superintendent, and/or Maintenance Supervisor.
14. A written schedule will be developed by the Principal, Maintenance Supervisor, and Custodian reflecting daily, weekly, and other scheduled duties. Custodians are expected to follow this written schedule.
15. All Custodians shall adhere to NM State Laws, NMPED Rules and Requirements, EPS School Board Polices, EPS Employee Handbook Polices, and building rules.