



EDUCATION . . .  
*Road To Success*

## HANCOCK PLACE SCHOOL DISTRICT

**SECTION: 500 Support Staff Positions**  
**TITLE: 016 Custodian**

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<b>TITLE:</b>	Custodian
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>* High school diploma or equivalent.</li><li>* Minimum of one year of experience in cleaning public buildings.</li><li>* Previous experience in cleaning school buildings is preferred.</li></ul>
<b>REPORTS TO / EVALUATED BY:</b>	Custodial Supervisor, Assistant Superintendent, and Superintendent
<b>TERM OF POSITION:</b>	<p>12-months</p> <ul style="list-style-type: none"><li>* The Custodian will serve a total of 52 calendar weeks (260 work days), beginning July 1 and ending June 30 in each fiscal year.</li><li>* The Custodian will serve a total of 8 hours per work day.</li></ul>
<b>SALARY:</b>	Negotiable
<b>VACATION:</b>	<p>5 days after 1st year of service; 10 days after 2nd year of service; 15 days after 5th year of service</p>
<b>JOB GOAL:</b>	The goal of the Custodian is to ensure that all of the district's buildings and facilities are attractive, comfortable, clean, and sanitary so as to promote, protect, improve, and maintain the health and safety of all students and school personnel.
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>* Responsible for cleaning and maintaining assigned building areas on a daily basis according to specified standards.</li><li>* Ensure that the assigned building, premises, entryways, stairways, sidewalks, driveways, and play areas are neat and clean at all times.</li><li>* Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season, and to ensure economical usage of fuel, water, and electricity.</li><li>* Lock and unlock doors, and arm and disarm alarm systems according to established time schedules.</li><li>* Ensure that the assigned building is secure before leaving, with all windows and doors locked, lights are off except those for safety reasons, and alarm system is engaged.</li><li>* Change and install light bulbs and pencil sharpeners.</li><li>* Raise and lower cafeteria tables.</li><li>* Clean, mop, and buff floors in assigned areas.</li><li>* Clean windows in assigned areas.</li><li>* Empty all trash cans in assigned areas and ensure that trash is disposed of properly.</li><li>* Cleans and disinfects assigned restrooms and all sanitary fixtures and drinking fountains on a daily basis, and more, if required.</li><li>* Mow and trim grounds as assigned.</li><li>* Remove graffiti as required.</li><li>* Interior and/or exterior painting as assigned.</li></ul>



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- \* Raise and lower flag daily as assigned.
  - \* Remove snow and ice as assigned.
  - \* Maintain custodial closets, supplies, tools, and equipment.
  - \* Assist in loading and unloading deliveries.
  - \* Move furniture and equipment within buildings as required for various activities.
  - \* Perform emergency repairs and cleaning services as needed.
  - \* Reports major repairs needed promptly to the Custodial Supervisor.
  - \* Possess the ability to work in adverse weather conditions (such as heat, cold, rain, snow, etc.).
  - \* Possess the ability to lift a minimum of 50 pounds repeatedly.
  - \* Responsible for submitting weekly timesheet to the Custodial Supervisor.
  - \* Attend and participate in all district-required training programs and inservice workshops.
  - \* Maintain a neat and clean personal appearance and wear district uniforms at all times when performing custodial duties.
  - \* Prepare and submit all reports as requested by the Custodial Supervisor, building administrators and/or Central Office administrators.
  - \* Maintains confidentiality of all school-related matters.
  - \* Perform all other duties as dictated by law and/or assigned by the Custodial Supervisor, Superintendent, or Assistant Superintendent.

Hancock Place School District  
Date Approved: December 14, 2005