SOUTH DEARBORN COMMUNITY SCHOOL CORPORATION

CUSTODIAN

TITLE: Custodian

QUALIFICATIONS: High school diploma or equivalent preferred.
Previous custodial or maintenance experience in a school or similar environment is preferred but not required.
Ability to follow instructions and work independently or as part of a team.
Ability to lift and move heavy objects, stand for extended periods and perform physical tasks related to cleaning and maintenance.
Ability to pass background check as required by school district policies.

REPORTS TO: Building Administrators and Director of Maintenance

JOB GOAL: To ensure a clean, safe and well-maintained environment for students, staff and visitors.

PERFORMANCE RESPONSIBILITIES:

1. Performs routine cleaning tasks, including sweeping, mopping, vacuuming, dusting and sanitizing classrooms, restrooms, hallways and common areas.
2. Assists in the setup and takedown of furniture and equipment for school events, meetings and activities.
3. Empties trash receptacles, recycles materials as appropriate and ensures proper disposal of hazardous materials.
4. Regularly inspects school facilities for safety hazards and reports any maintenance needs to the appropriate personnel.
5. Ensures that restrooms are clean, stocked with necessary supplies and in good working order.
6. Maintains floors through polishing, stripping and waxing as needed to ensure they are safe and presentable.
7. Assists in snow and ice removal during winter months to maintain safe access to the school.
8. Monitors and maintains cleaning supplies and equipment, placing orders as necessary to ensure adequate stock levels.
9. Works closely with the administrative staff, teachers and other custodial staff to ensure cleanliness and safety throughout the school.
10. Prepares to respond to emergencies such as spills or accidents.
11. Follows health and safety regulations and school policies.
12. Other duties as assigned.