

DAY CUSTODIAN**DEFINITION:**

Under general supervision is responsible for the cleaning of a school plant; leads and participates in the cleaning and upkeep of offices and buildings; and performs related duties as required.

TYPICAL TASKS:

1. Performs the duties of a Custodian (see custodian classification).
2. Participates in performance evaluations of assigned personnel.
3. Adjusts and arranges furniture and equipment.
4. Inspects and reports to the principal as to the condition of the plant.
5. Requisitions cleaning supplies as directed and keeps inventory of materials on hand.
5. Plans custodial work necessary to prepare facilities for special events.
7. Makes minor non-technical repairs.
8. Submits work order forms for District maintenance personnel, as directed.
9. Opens and secures building.
10. Raises and lowers flag.
11. Plans daily work of assigned night custodian(s).
12. Operates cleaning equipment such as vacuums, floor cleaning machines, electric polishers, scrubbers, and any other electrical or mechanical tools or equipment necessary in the performance of duties.
13. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

One year of paid custodial work; ability to read and write English, or demonstrated ability to understand English sufficiently to read labels, follow directions, and write instructions that relate to assigned duties.

SUPERVISION: Principal; Maintenance Supervisor

OVERTIME STATUS: Non-exempt

COLLECTIVE BARGAINING STATUS: Member

WORK PERIOD: 12 months per year; 5 days per week; 8 hours per day