

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



Title: Custodian

QUALIFICATIONS:

- a. High School Diploma desired, but not necessary.
- b. Experience in custodial area recommended but not required.

REPORTS TO:

Building Principal

JOB GOAL:

To maintain, and keep safe, the building(s) s/he has responsibility for.

PERFORMANCE RESPONSIBILITIES:

1. Works under direct supervision of the building principal, and in cooperation with the maintenance supervisor.
2. Coordinates all work with the building principal, and the maintenance supervisor.
3. Shall clean, repair and maintain all buildings and grounds assigned to them as areas of responsibility.
4. Will notify the maintenance supervisor of the necessary materials, equipment or other items necessary to complete his/her work.
5. Will perform at least the following job-specific tasks:
 - a. Cleaning, dusting, and sweeping of hallways, classrooms, office areas, etc.
 - b. Sweep, mop, clean and seal all flooring as needed.
 - c. Make minor repairs to equipment, furniture, and building. Report major repairs to building principal and the maintenance supervisor.
 - d. Wash, paint, and repair walls, floors, roofing and woodwork.
 - e. Clean chalkboards and erasers.
 - f. Replace light bulbs and fuses and do other minor jobs as may be requested by the building principals, maintenance supervisor, and instructional personnel.
 - g. Mow, water, trim and pick up building grounds.
 - h. Prepare chairs, tables, and other items, as necessary, for meetings and school events.
 - i. Work to provide a positive learning environment for pupils, teachers, administrators, parents and others.