

Bottineau Public School District

Custodian Job Description

Qualifications:

1. High school diploma or GED.
2. Previous custodial experience (preferred).
3. Ability to read and comprehend instructions.
4. Ability to work and communicate with a variety of people.
5. Able to lift items up to 50 pounds and climb ladders up to 20 feet in height.
6. Must be able to operate a floor buffer, snow blower, lawn mower, trimmer, and cleaning equipment.

Reports to:

The Building and Grounds Manager of Bottineau Public Schools

Supervisory Responsibilities:

NA

Performance Responsibilities:

1. Provides upkeep to floors and other surfaces by cleaning and renewing floor surfaces.
2. Maintains all furniture, equipment and fixtures by cleaning, dusting and polishing.
3. Collects and disposes of all waste paper and debris.
4. Maintains bathrooms, locker and shower rooms on a daily basis by cleaning, disinfecting and restocking.
5. Replaces light bulbs as needed.
6. Provides building security by reporting all damages to supervisor and ensuring all doors are locked during the appropriate times.
7. Maintains safety and appearance of the grounds by picking up and disposing of trash, removal of ice and snow, mowing, and trimming.
8. Complies with all district procedures, rules and regulations set forth in safety manuals. Keeps all equipment in safe and efficient operating condition by following manufacturer's operating and care guidelines.
9. Moves furniture, supplies, tables/chairs, and equipment within the building as directed.
10. Assists in all receiving and delivery operations.
11. Ensures furnishings, supplies, grounds, and building interior and exterior are maintained for a safe, secure environment for students, employees and visitors.
12. Documents and reports safety hazards and potential facility, grounds, or security compromises or problems.
13. Adheres to assigned work schedule and maintains regular and punctual attendance.
14. Maintains a high level of ethical behavior and confidentiality.
15. Participates in required in-service training and workshops.

16. Performs other duties as assigned by the Building and Grounds Manager, principals, or Superintendent.

Evaluation:

Job performance is evaluated in accordance to district guidelines by the Building and Grounds Manager of Bottineau Public Schools.