

**Mackay School District
Classified Job Description
Custodian**

Definition

Under supervision, to keep an assigned building area clean, sanitary, safe and orderly; to secure rooms and buildings; to do special cleaning and building maintenance; and to do related work as required.

Work Schedule

16 hours per week – 12 months per year. Sick leave = 4 hours/ month

Example of Duties

- * Sweeps, scrubs, dusts, and otherwise cleans offices, hallways, workshops, lavatories, classrooms, cafeterias, auditoriums, libraries, gyms, and stairways;
- *Strips, mops, waxes, and buffs floors;
- *Vacuums rugs and mop floors;
- *Empties and washes trash containers;
- *Washes windows, walls and woodwork and does touch-up painting;
- *Cleans erasers, blackboards, chalkboards, desks, cabinets, shelves, and window sills;
- *Sweeps sidewalks and curbs, and picks up debris from school grounds;
- *Replaces light bulbs;
- *Checks for broken locks and broken glass, and reports need for repair;
- *Adjusts desks; sets up tables and chairs;
- *Performs minor repairs on locks, pencil sharpeners, and equipment;
- *Secures building and turns lights and alarms off and on;
- *Operates buffers, vacuum cleaners, and other custodial equipment;
- *Assists in the restoration of buildings and grounds during summer vacation;
- *Directs students and visitors;
- *Patrols areas to prevent vandalism and theft;
- *May supervise student workers; and
- *May be on call for emergency situations.
- *Other duties as prescribed by the Superintendent.

Desirable Qualifications

Knowledge of:

- * Modern cleaning methods, and the use and care of cleaning materials and equipment; and
- * First aid and safety related to cleaning methods, practices and equipment.

Ability to:

- *Pass a Criminal Background check***
- *Use cleaning materials and equipment with skill and efficiency;***
- *Perform heavy physical labor;***
- * Work without immediate supervision;***
- *Be on call in case of emergencies;***
- *Understand and follow a work schedule;***
- * Understand and carry out oral and written directions;***
- * Maintain cooperative working relationships with students and others contacted in the course of work;***

Please understand there are no contractual rights to this position. All classified positions with Mackay School District #182 are at-will positions and your employment may be terminated at any time, without cause.

Employee Signature _____

Date _____