

Duties of Custodians

The custodian will be responsible to the head teacher for immediate decisions, with final action reserved to the Board.

1. Qualifications: Not limited to:
 - a. Ability to clean and maintain the instructional facilities;
 - b. Knowledge of operation of janitorial equipment.
2. Reports to head teacher.
3. Performance responsibilities: (not necessarily limited to)
 - a. Keep building and premises, including sidewalks, parking area, and play areas neat and clean at all times; remove snow, apply ice melt
 - b. Maintenance of buildings; including coordinating repair visits and meeting with service and repair technicians.
 - c. Upkeep of grounds and equipment (such as painting playground equipment);
 - d. Keep all floors and windows clean;
 - e. Dust furniture;
 - f. Clean chalkboards regularly;
 - g. Keep a supply of toilet tissue, paper towels and soap out and keep lavatories clean;
 - h. Empty wastebaskets and burn papers. Empty burning barrels as needed;
 - i. Performs emergency repair or cleaning as necessary;
 - j. Performs minor repairs to plumbing and electrical fixtures, as needed;
 - k. Regulate thermostats at end of day appropriate to season; it is preset now
 - l. Be responsible that buildings are securely locked and report any vandalism immediately to teacher or clerk.
 - m. Is the district's Integrated Pest Management, Lead and Asbestos Coordinator and attends required training.
 - n. Coordinates with the Board to perform two water tests per school year.
 - o. Service fire extinguishers annually (August) American Fire Protection 541-504-4969 or AJ 541-280-0219
 - p. Attend and report to board at monthly board meetings.