

**TAKINI SCHOOL
POSITION DESCRIPTION**

POSITION TITLE: Custodial Worker

SUPERVISOR: Facilities Supervisor

POSITION RESPONSIBILITIES:

This position operates on a good general day-to-day service. Applicant will clean all facilities within the Takini School System. This will include the Elementary, Secondary, Administration offices and Gymnasium.

NIGHT CUSTODIAL DUTIES:

- ❖ Vacuum rooms daily.
- ❖ Dust teacher's desk, counters, shelves, etc.
- ❖ Keep windows clean.
- ❖ BATHROOM: Clean and disinfect stools, washbasin, sweep/mop and disinfect floor.
- ❖ Clean and disinfect counter sink.
- ❖ Clean chalkboard.
- ❖ Keep walls clean.
- ❖ Steam clean carpets, once or as needed.
- ❖ Keep light fixtures clean.
- ❖ Keep all dispensers full with soap, hand towels, toilet paper, empty trash cans and reline with trash bags.
- ❖ After cleaning rooms, all tables, chairs, trash cans and equipment are to be put back in their original position.
- ❖ After all meetings and/or games, rooms and/or gym are to be cleaned so that they are ready for the next user.

OFFICE CLEANING DUTIES:

- ❖ Vacuum offices daily.
- ❖ Keep furniture dusted.
- ❖ Keep windows clean.
- ❖ Bathrooms, clean and disinfect stools, wash basin, sweep/mop and disinfect floor.
- ❖ Keep walls clean.
- ❖ Steam clean carpet once a month.
- ❖ Keep light fixtures clean.
- ❖ Keep all dispensers filled with soap, hand towels and toilet paper, empty trashcans, and reline.

OTHER DUTIES AND RESPONSIBILITIES:

- ❖ Night Custodians are to close and lock all doors at 5:30pm daily, except when there is a scheduled, supervised activity. Should there be any questions contact your supervisor.
- ❖ All chairs, tables, and obstacles are to be kept clear of all exits, hallways, and means of egress.
- ❖ When cleaning duties are completed in each room, windows are to be closed/locked and lights, fans are to be shut off.
- ❖ Upon completion of all cleaning duties, custodians are to secure the building (s) for the night, this includes the following:
 - A. All windows are to be closed and secured
 - B. All lights, fans and electrical equipment are to be shut off unless otherwise noted.
 - C. All interior doors are to be locked.
 - D. All exterior doors are to be locked and security bars applied.
 - E. All exterior gates are to be locked and secured.

QUALIFICATIONS:

1. High School Diploma or GED required. Knowledgeable about cleaning solvents and components, filters, minor repairs, etc.

PHYSICAL/MEDICAL REQUIREMENTS:

Applicant must be able to lift over 50lbs and be in excellent physical condition. Good hand and foot coordination required. Must pass an annual physical as a condition of employment. Applicant must be certified in CPR and first aid.