

NON-CERTIFIED STAFF JOB DESCRIPTION

Custodian

Reports to: Principal and Superintendent

General Summary: to provide students and staff with a safe, attractive, comfortable, clean and effective place to learn, play, work and develop.

SKILLS AND EXPERIENCE

- Regulate heat, ventilation, and air-condition systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water, and electricity.
- Assist grounds maintenance with shoveling and salting walks, driveways and steps as appropriate to the safety of students and employees.
- Check daily to ensure that all exit doors are working properly during hours of building occupancy.
- Sweeps classrooms daily and empties trash
- Cleans corridors after school each day and during the day when their condition requires it.
- Scrubs, cleans and disinfects toilet floors daily and cleans and sanitizes all toilets, urinals, fixtures and drinking fountains daily.
- Washes all windows on both the inside and outside at least twice each year and more frequently if needed.
- Keeps all floors in a clean and attractive condition and in a good state.
- Makes such minor building repairs as he/she is capable of such as tightening loose screws in desks and door hinges, changing ceiling tiles, gluing floor tile, installing pencil sharpeners, painting, changing light bulbs and ballast etc.
- Reports major repairs promptly to the Superintendent.
- Reports immediately to the principal any damage to school property.
- Remains on the school premises during school hours, and during non-school hours, when the use of the building has been authorized and his/her attendance is required by the principal or superintendent.
- Assumes responsibility for the opening and closing of the building each school day and/or for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.
- Keeps an inventory of supplies and equipment on hand
- Conducts an ongoing program of general maintenance, upkeep and repair. This includes keeping scrubbers, buffers, and mops clean on the inside and outside after every use.
- Moves furniture or equipment within buildings as required for various activities and as direct by his/her supervisor.
- Complies with local laws and procedures for the storage and disposal (dumping) of trash, rubbish and waste.

- Good attendance is expected. In the event of illness or other short notice leave, contact should be made as early as possible.
- The custodian is expected to be friendly and to model good interpersonal skills with co-workers, students and staff. Every effort should be made to assist staff and students when requests are made.
- Idleness should be avoided during work hours. Example would be excessive visiting or use of cellphones.
- The chain of command should be followed at all time. All issues should be addressed to the immediate supervisors (building principal or superintendent). The employee is expected to respect the authority and direction of his/her supervisors.
- Pride and teamwork are expected at all times. The aesthetics of the buildings should be a source of pride. Likewise, building custodians should work together to see that things get done. There will be times when custodians will need to pitch in and help each other with duties. Cross-training is required.
- Performs other duties as assigned at the request of the superintendent or principal.

****The above list is only meant to be a guide and does not cover all that may happen in a day, week, month or year.***

Qualifications:

- **Education level** - High School Diploma or GED equivalency

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy of Evaluation for Support Staff Personnel.

Length of Contract: At-will employee

La Plata R-II operates on a 4-day school week and offers a suite of benefits, including full health insurance, life insurance, and PTO.

Pay will be based on experience and education.

Other Information:

Applications can be found on our website at:

<https://www.laplata.k12.mo.us/employment#gsc.tab=0>

APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS BEGINNING AUGUST 27TH

Send completed applications and resume to:

Dr. Lucas McKinnis, Superintendent

201 W. Moore St

La Plata, MO 63549
Phone - 660-332-7001

or scan and email to: lmckinnis@laplata.k12.mo.us

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.