

## CUSTODIAN

The Custodian for Our Lady of Fatima School has the responsibility of keeping the building neat, clean, and free of any objects that would prove hazardous to any child. Custodians work through the Principal and the Plant Manager. They shall schedule through the Plant Manager or Head Custodian all work to be performed and requisition all supplies and equipment from and through him/her. In order to keep all buildings safe, attractive, comfortable, and at an acceptable level of maintenance, each custodian shall perform the following duties.

1. Keep buildings and premises, including sidewalks and driveways, neat and clean at all times.
2. See that walkways, driveways, and steps are free from mud, ants, dirt, etc.
3. See that selected exit doors are unlocked and that panic bars are working properly when the building is occupied in your assigned zone. Inform supervisor of problems as soon as identified.
4. Sweep and/or vacuum daily. Dust all furniture with a treated dust cloth weekly as specified
5. Clean corridors after school day and during the day when conditions require it.
6. Scrub, mop, and disinfect restroom floors daily.
7. Clean drinking fountains, urinals, toilet bowls, and other fixtures daily.
8. Wash and clean outside of windows monthly or as needed.
9. Keep all grounds free from rubbish. Be responsible for cutting the grass, trimming trees and shrubs, and general maintenance of the lawn, grounds, and flower beds on campus.
10. Keep all floors in an attractive and clean condition.
11. Scrub, strip, and wax all floors once per summer, or as requested by supervisor, to keep them attractive and in a good state of preservation.
12. Clean all writing boards as requested.
13. Report broken window panes, locks, lights, and any item on campus needing attention.
14. Unstopping plumbing such as stopped toilet is an example of minor repairs which custodians should be capable of performing. If issue beyond immediate toilet, then notify supervisor.
15. Be responsible for all tools, supplies, and other movable property stored in and/or used in the building in the course of your job role.
16. Report any damage to school property giving, whenever possible, the names of persons responsible.
17. Remain on the school premises during working hours as outlined by the supervisor of maintenance. Report any necessary absences to the Director of Plant Management or the Principal's secretary.
18. Be on duty in the building for entertainment or athletic events after school hours if such is requested by the Administration.
19. Assume responsibility for the opening and closing of the buildings each day and for determining, before leaving, that all windows and doors are secured and that all lights, except those left on for safety reasons, are turned off.
20. Keep an inventory of supplies, equipment, and fuel on hand. Requisition such needed replacements from the Administration so that the building may be in the best possible condition.
21. Conduct, during the summer months, an intensive and extensive cleaning program, as scheduled by the Administration.
22. Be respectful to the Administration and comply promptly and cheerfully to his/her requests. Be courteous to all teachers and evidence a cooperative attitude at all times. Maintain friendly relationships with students and be courteous and helpful to visitors and parents.