

SEDALIA SCHOOL DISTRICT #200

- **Job Title: Custodian**

- **Job Overview**

- Custodian salary schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment in May
- Reports to Janitorial Supervisor

- **Qualifications**

- Physical ability to perform duties required
- Ability to organize and plan effectively
- Ability to operate power cleaning equipment
- Knowledge to use various cleaning supplies and equipment in a safe manner
- Work well with others without personal conflict
- Work with little or no supervision
- Ability to follow directions
- Effective communication skills
- Possess an ethical and professional attitude toward colleagues and the policies of the district

- **Other Working Conditions**

- Vacations, leave policies, and fringe benefits as stated in Board policies

- **Responsibilities and Duties**

- Clean floors, carpets, furniture, windows, classrooms, hallways, conference rooms, offices, labs, etc.
- Move furniture, supplies, and other equipment as directed, collect refuse, clean restrooms, showers, and locker rooms as directed
- Report items needing repair by school district request process
- Maintain equipment and supplies in working order, requesting re-supply in a timely manner
- Clean all equipment after use (pick-up machines, carpet cleaners, etc.)
- Maintain good physical condition and neat appearance with ability to lift 50 pounds as needed
- Perform all duties in a safe manner while maintaining a safe working environment using safety materials issued by the District
- Contact supervisor for guidance using various cleaning supplies and equipment when you are in question of the proper methods
- Maintain a positive attitude of support for the district and its goals at all times while performing District work
- Be available to work special events when needed and called upon
- Continuous effort to improve operations and work processes to provide quality custodial service
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Janitorial Supervisor, Building Principal, or other administrative personnel

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.