

BELPRE CITY SCHOOLS  
Job Description  
Custodian

Qualifications

1. The custodian shall meet all personal qualifications as outlined by Board Policy..

Responsibilities

1. The custodian will be directly responsible to the building principal and the maintenance foreman.

Specific Duties

1. Is responsible for the safe, sanitary and orderly custodial operation of their assigned work area.
2. Operates in accordance with the Board of Education Policy and Procedures.
3. Demonstrates positive public relations with students, staff, parents and the general public.
4. Follows the chain of command and procedures established by the district, reporting all matters, concerns and/or problems.
5. Observes safety practices by eliminating fire hazards, removing obstructions, inspecting playgrounds, and follows all safety directives.
6. Observes and follows daily work schedules provided by the principal and foreman.
7. Reports damage to school property to principal and foreman.
8. Provides principal and maintenance foreman with updated inventory information.
9. Performs such other duties as deemed necessary for the safe, efficient and/or orderly custodial operation of his/her assigned work area as directed by the principal and maintenance foreman.

Evaluation

Performance of this job to be evaluated annually by the principal and/or the maintenance foreman.

*Revised 12/15/08  
Board Adopted 12/15/2008*