

Paris Cooperative High School

JOB DESCRIPTION

Position Title: Custodian
Department: Maintenance
Reports to: Director of Maintenance
FLSA Class: Non-Exempt
Effective Date: 09/01/2023

SUMMARY

This position is responsible for providing an atmosphere that is conducive to the learning situation, maintaining high standards of cleanliness, and carrying out preventive maintenance on items of equipment.

DUTIES

1. Examines all buildings, grounds, and equipment on a regular basis for a comprehensive overall planning and scheduling of needed repairs and maintenance.
2. Maintains school grounds for trash and damage including all bathrooms, locker rooms, classrooms, office space, and shop areas.
3. Checks softball, baseball, and tennis concession areas and cleaning bathrooms as needed per maintenance director.
4. Checks with maintenance director periodically throughout the day.
5. Checks bathrooms for cleanliness and supplies throughout the day.
6. Unloads deliveries and distributes as needed.
7. Informs administration of all building needs and repairs on a regular basis.
8. Sweeps cafeteria floor following each student lunch period during school year.
9. Sweeps classrooms and empties trash nightly.
10. Checks and fills all toilet paper dispensers.
11. Checks and fills all soap dispensers'/sanitizing stations per maintenance director.
12. Checks and maintains all windows throughout the facility.
13. Assists in the set up and tear down all staging and decorations for all end of year activities including but not limited to May Fete, Grand March, National Honor Society, Prom, and Graduation (April/May).
14. Removes wax and re—applies in all appropriate building locations under direction of maintenance director.
15. Assists in the removal and cleaning of all classroom desks, chairs, cabinets.
16. Assists in the cleaning of carpets in office areas, theater, and extended learning areas.
17. Assists in the set up and take down risers and shell in theater for various concerts throughout the year.
18. Monitors and services all cleaning equipment as needed.
19. Informs maintenance director of all orders needed such as: materials, parts, supplies, and equipment as needed and helps maintain appropriate inventory.
20. Follows established procedures with use of purchase order (P.O.) and consistent with the maintenance budget, appropriations, and district priorities.
21. Maintains the same high level of ethical behavior and confidentiality of information about students and personnel as is expected of all staff.
22. Performs any other duties as assigned within the scope of the job assignment or as assigned by administration.

QUALIFICATIONS

1. High School diploma or equivalent required.
2. Valid driver's license
3. General knowledge of cleaning supplies and equipment.
4. Basic knowledge of building, carpentry, electrical, plumbing, and grounds maintenance
5. Ability to understand and follow basic oral and written instructions.
6. Ability to be on your feet for long periods of time.
7. Ability to enforce school regulations and policies in a professional manner.
8. Ability to maintain good working relationships with fellow employees and pupils.
9. Must be able to lift up to 50 lbs.
10. Must be able to carry up to 35 lbs.
11. Must be able to push/pull up to 30 lbs.

SCHEDULING

The work hours for this position are from 8:00 a.m. to 4:30 p.m. The schedule is subject to change with district demands. Overtime is required when requested.