

**Burrton USD 369**  
**Custodian Job Description**

**Purpose:** The Custodian provides a safe, attractive, comfortable, and clean environment to ensure full and productive use of district facilities. To accomplish these tasks the Custodian must work closely with the staff and administration of the District.

**Responsible to:** Head of Maintenance, Principal, and Superintendent

**Payment rate:** Salary and benefits as established by the Board of Education.

**Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
3. Ability to understand chemical hazards.
4. Ability to work independently without supervision.
5. Experience and knowledge in the areas of electrical, maintenance, and carpentry.
6. Ability to manually lift a maximum of 60 pounds.
7. Desire to continue career improvement by enhancing skills and job performance.

**Essential Functions:**

1. Provide a clean, safe, attractive, and comfortable environment to ensure full and productive use of district facilities.
2. Communicate and work effectively and cooperatively with members of the school district and community.
3. React to changes and frequent interruptions in a productive and positive manner, and handle other tasks as assigned.
4. Operate all equipment and machinery as required.
5. Work to implement the vision and mission of the District.

**Physical Requirements/Environmental Conditions:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials up to 60 lbs.
2. Requires stooping, kneeling, crawling, bending, turning, reaching, climbing and balancing.
3. Ability to move furniture or equipment within the building as required.
4. Must work in and around dust, fumes, and odors.
5. Must work in noisy and crowded environments, with numerous interruptions.
6. Must work indoors and outdoors year-round in a variety of temperatures.

**General Responsibilities:**

1. Keep building and premises (including sidewalks, driveways, and play areas) neat and clean and safe at all times.

2. Clean classroom and office floors daily. Dump pencil sharpeners. Dump trash and replace bags. Dust furniture. Line up desks/table as needed. Clean chalkboards/whiteboards, erasers, and trays. Clean classroom sinks and monitor fountains for leaks.
3. Clean corridors each day. Dust locker tops, wash and repair as needed. Clean drinking fountains daily.
4. Mop restroom floors and clean all sanitary fixtures daily. Clean mirrors. Fill soap, towel, and toilet paper dispensers. Check restrooms after recess, lunch, and after assemblies.
5. Sweep bleachers, stage, and stairs. Clean behind bleachers and mop as needed.
6. Replace light bulbs as needed throughout the building. Remove gum, tape, and marks from floor and walls. Dust walls as needed. Clean air return and vent louvers as needed. Dust window ledges. Buff and recoat floor as needed. Wash windows inside and outside at least twice each year, and more frequently if necessary.
7. Open and close buildings each school day. Secure building. Doors may need to remain locked from outside in certain areas.
8. Sweep, shovel, and sand walks as appropriate.
9. Raise the United States flag, Kansas flag or other flags before school commences and take down the same after school closes.
10. Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season, ensure economical usage of fuel, water, and electricity, and maintain mechanical equipment as directed.
11. Check emergency lights and fire extinguishers fill in date and initial the tag.
12. Check daily to ensure all exit doors are open and all panic bars are working properly during the hours of building occupancy.
13. Ensure all doors and windows are secured and all lights are turned off (except as necessary for safety reasons) at the close of the each school day.
14. Immediately report unauthorized persons on the school premises the principal.
15. Immediately report damages school property to the principal.
16. Make minor building repairs, and promptly report needed major repairs to the Building and Grounds Supervisor.
17. Keep current on new information, innovative ideas and techniques.
18. Observe and follow all school district policies at all times.
19. Respond to information requests in a cooperative, courteous, and timely manner.
20. Keep student and personnel information and records confidential.
21. Implement and follow all District health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
22. Perform other duties and assume other responsibilities assigned by the Head of Maintenance (Building and Grounds Director), or the Administrative Staff.