**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE:** Custodian

**TITLE OF SUPERVISOR:** Principal

**SALARY:** Salary is reflective of the Neshoba County School District salary schedule.

**QUALIFICATIONS:** At least a high school diploma or equivalent

**GENERAL RESPONSIBILITIES:** Provides students and school personnel with a safe, attractive, comfortable, clean and efficient place in which to work, learn, and develop.

**DESCRIPTION OF DUTIES:**

1. Keeps buildings and premises assigned, including driveways and play areas, neat and clean at all times.

2. Checks daily to ensure all exit doors are open and all panic bars are working properly during the hours of building occupancy (if applicable).

3. Sweeps classrooms daily as assigned.

4. Cleans corridors after school each day, and during the day when the condition requires it as assigned.

5. Scrubs and disinfects toilets and toilet floor daily, and clean all sanitary fixtures and drinking fountains daily as assigned.

6. Washes all windows on both the inside and outside at least twice each year and more frequently, if necessary as assigned.

7. Performs yard keeping chores, as cutting grass, shrub/tree trimming, etc., to maintain the school grounds in a safe and attractive condition, if assigned.

8. Makes such minor building repairs as is capable if assigned.

9. Reports major repairs needed and any damage to school property to the principal promptly.

10. Replace light bulbs as needed if assigned.

11. Assumes responsibility for opening and closing the building each school day determining before leaving that all doors/windows are secured, and all lights, except those left on for safety reasons, are turned off as assigned.

12. Conducts an ongoing program of general maintenance, upkeep and repair as assigned.

13. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.

14. Moves furniture or equipment within buildings as required for various activities and as directed by the principal.

16. Informs the principal of inventory of supplies, equipment, and requisitions such needed replacements far enough in advance to be delivered in such time as will not hinder the custodian duties.

17. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing as assigned.

18. Periodically inventories purchase of supplies by principal.

19. Cleans equipment, pencil sharpeners, and furniture as assigned.

20. Performs all other duties as assigned by Principal.