

Tri-County Area School District  
Plainfield WI 54966

JOB DESCRIPTION

Position Title: **Custodian I - Nighttime**

**JD SS 405**  
Updated: April 09

**Qualifications:**

1. High school graduate or equivalent (GED)
2. Ability to operate vacuums, sweepers, carpet and floor shampoos
3. Can perform minor maintenance (i.e. fix a chair or desk)
4. Can lift objects up to 50 or 60#
5. Enjoys working with others
6. Can communicate and get along with others freely
7. Basic knowledge of cleaning chemicals and their use
8. Maintains proper hygiene
9. Possess a valid drivers license
10. Ability to operate lawnmower, grass trimmers, snowblowers, and/or other small equipment
11. Ability to work well with others in a team environment
12. Ability to accept direction from supervisors
13. Ability to follow work rules and procedures
14. Ability to accept constructive criticism

**Immediate Supervisor:** Supervisor of Buildings & Grounds

**Primary Duties:**

1. Involves basic cleaning and minor maintenance.
2. Sweeping, dry mopping, wet mopping (steps to middle school mezzanine to be done twice weekly).
3. Vacuuming.
4. Dusting.
5. Cleaning furniture and fixtures.
6. Stain and spot removal, scrubbing.
7. Loading, unloading and delivery of supplies, materials, and/or equipment.
8. Cleaning windows.
9. Collection and removal of garbage.
10. Bathrooms and locker rooms.

**Specific Responsibilities:**

1. Clean all classrooms assigned -- to include:
  - Dry mopping/wet mopping as needed and suitable.
  - Vacuuming as suitable.
  - Dusting on a weekly basis.

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- Picking up debris (i.e. pencils, pens, boxes, crayons, paper, etc.).
  - Clean furniture and fixtures.
  - Removal of wall stains and spots.
  - Disinfect classroom sinks and clean sinks when applicable.
  - Disinfect floors, carpets, furniture twice weekly.
  - Clean and disinfect classroom water bubblers where applicable.
  - Clean chalkboard trays wherever required.
  - Repair minor items as needed and applicable.
2. Clean assigned bathrooms - to include:
    - Cleaning toilets, mirrors, sinks, urinals, walls, floors, modesty stalls, dispensers.
    - Disinfect all bathroom fixtures daily.
    - Mop and wet mop all bathroom floors daily.
    - Clean all hard to get areas daily - to include removing cobwebs.
    - Refill all paper dispensers daily, or as needed.
    - Empty all bathroom waste baskets and replace plastic liners as needed.
    - Refill soap dispensers as needed.
    - Deodorize all bathrooms daily.
  3. Clean assigned locker rooms - to include:
    - Cleaning floors, sinks, showers, mirrors, walls, modesty stalls.
    - Dry mop and wet mop all floors daily.
    - Disinfect all floors daily.
    - Disinfect all shower room fixtures daily.
    - Clean all hard to get at areas daily - remove all cobwebs.
    - Put any athletic equipment left lying out in a box in the coach's room.
    - Clean and disinfect the coach's office and shower room daily or as needed.
    - Empty the wastebasket in the coach's office daily and change the liners as needed.
    - Dust the locker room and coach's rooms weekly.
  4. Clean assigned Bradleys - to include:
    - Scrubbing and disinfecting daily.
    - Re-supplying soap and paper toweling as needed.
    - Dry mop/wet mop tile floor around Bradleys daily.
    - Clean in all hard to get areas daily.
  5. Empty all wastebaskets in hallways and corridors daily and replace liners as needed.
  6. Clean and disinfect all water bubblers in hallways and corridors daily.
    - Clean chalkboard trays wherever required.
    - Repair minor items as needed and applicable.
  7. Report items that require additional repairs or appear harmful to anyone to immediate supervisor.
  8. Report all incidents of vandalism to the immediate supervisor.
  9. Remove all graffiti and marks from walls, lockers, and furniture immediately.

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10. Clean all hallways, corridors and offices assigned - to include:
  - Sweeping, dry mopping/wet mopping daily
  - Daily vacuuming
  - Remove all spots and stains immediately
  - Weekly shampooing of hallway carpets
  - Weekly scrubbing and polishing of tiled hallways (entrances)
  - Pick up all debris from the floors (pencils, pens, paper, etc.)
  - Disinfect and deodorize all floor areas twice weekly
  - Remove cobwebs and dirt from all corners and hard to get at areas daily
11. Perform unloading of materials, equipment and supply deliveries.
12. Make deliveries or pick up materials, equipment or supplies and relocate to other areas of the building.
13. Maintain building security as appropriate by locking inside and outside doors when rooms and entrance/exits are not in use.
14. Prepare athletic facilities and related areas for all athletic events.
15. Prepare building facilities for extra-curricular events, community events, and staff or school board meetings.
16. Perform snow removal as requested and/or as needed to insure safe entry and exit of school facilities.
17. Participate as part of the cleaning and maintenance crew during non-school days to include but not limited to school vacation days, school holiday periods and summer months.
18. Stack chairs and move tables as needed.
19. Keep lights turned off in all areas not in use.
20. Perform such other custodian duties and related tasks as assigned by the immediate supervisor or administrator.
21. The employee will wear a back support belt when doing any lifting. The support belt will be provided by the district.

**See attached color-coded floor area map of the building for specifically assigned rooms and halls.**

**Terms of Employment:** Salary and work year to be established by the board of education.

**Evaluation:** Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the Supervisor of Buildings & Grounds.