

**South Tippah School District  
Custodian  
Job Description**

**Qualifications:**

Good moral character, able to perform job tasks, read and write, and have some mechanical abilities

**Reports To:**

Principal

**Duties & Responsibilities:**

1. Keeps buildings and premises, including sidewalks and driveways, neat and clean at all times
2. Regulates heat, ventilation and air-conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity
3. Checks daily to ensure that all exit doors are open
4. Sweeps classrooms daily
5. Cleans halls each day
6. Scrubs, hoses down, and disinfect toilets daily
7. Wash all windows inside and out at least twice per year
8. Keeps all grounds free of rubbish
9. Assist in yard-keeping chores such as mowing grass and trimming school grounds, and tree trimming
10. Makes minor building repairs
11. Reports major repair needs to the Principal
12. Reports to the Principal any damage to school property
13. Assumes responsibility for the opening and closing of the building each school day and determines, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off
14. Keeps an inventory of supplies, equipment, and fuel on hand
15. Conducts an on-going program of general maintenance, upkeep, and repairs
16. Moves furniture or equipment within building as required
17. Conducts periodic inspections of all electrical systems to ensure safe operations
18. Performs other duties assigned by the principal

**Terms of Employment:**

Salary and work year are determined by the School Board

**Evaluation:**

Performance in this position will be evaluated annually, by the Principal in accordance with provisions of the Board's policies on evaluation.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed to by: \_\_\_\_\_

Date: \_\_\_\_\_