

Elementary School

Custodian - Work schedule and area is for normal routine cleaning. There are many unforeseen duties to be accomplished during the normal work shift that cannot be listed.

Hours -- Monday thru Friday 9: 00 - 6:00

9:00 – 9:30 - Police Grounds, assist day lead during this time period.

9:30 – 10:30 - Girls Restroom – (2) – Handicap restroom and Teacher's restroom sweep floor, clean sinks, commodes, trashcan lids, empty trash, and mop floor clean mirrors and re-stock.

10:30 – 11:00 - Corridors – Dust wall ledges clean wall tile, clean entrance door glasses, clean water fountains, window sills, swing tops on trashcans, water fountains in cafeteria, door glasses in auditorium.

11:00 – 11:30 - Small Restrooms - clean small restrooms in classrooms and select three classrooms to disinfectant student desk tops daily on a rotation basis.

11:30 – 12:00 - Routine maintenance replace ceiling tile, lights, minor repairs and clean restrooms (2) girls on halls clean and restock.

12:00- 1:00 LUNCHES

1:00 – 1:30 - Teacher's Lounge – clean table top sinks empty trash, sweep floor spot mop if needed. Clean restroom in the lounge and re-stock.

1:30 – 2:00 - FRIDAYS ASSIST WITH LEAD IN THE CAFETERIA FOR FLOOR RENOVATION.

2:00 – 2:30 - Girls Restroom – (2) Handicap, Teacher's restroom – sweep floor, clean sinks, mirrors, commodes, trashcan lids, empty trashcans, mop floors and restock.

2:30 – 6:00 – Classrooms 1 thru 10-- sweep, vacuum, empty trashcan, pencil sharpeners, wash chalkboards, trays, sinks, clean mirrors, countertops, windows, window sills, door glasses and dust Mondays , Wednesdays and Fridays .

Library-Main Office-Clinic--- vacuum, sweep, dust, empty trashcans, clean countertops, and door glasses, clean small restrooms and restock.

Note: Dust mops clean at end of shift and retreated.

Clean and restore all cleaning equipment in proper place.

Keep paper products, soaps in restrooms at all times.

Take care of minor maintenance.

