

## **Elementary School**

**Lead Custodian** –Work area and schedule is for normal routine. There are many unforeseen duties to accomplish during the normal work shift that cannot be listed.

### **HOURS – 7:30 to 4:30 Monday thru Friday**

7:30 – 8:30 Unlock building, turn off alarm, check building for heat or any maintenance issues needing attention. Put up the flags.

8:30 – 9:30 Police the grounds. Empty trash from breakfast in cafeteria. Spot mop floor if needed. Pull halls and vacuum entrance mats.

9:30 – 10:30 Boy’s Restrooms (2) - Clean sinks, commodes, urinals, partitions, walls, mirrors, empty trashcans, sweep floor, clean trashcan lids, mop floor and restock.

10:30 – 11:30 assist the other custodian in corridor wall cleaning. Pull halls and perform minor maintenance.

### **11:30-12:30 LUNCH**

12:30 – 1:30 Emptying cafeteria trash and spot mop.

1:30 – 2:00 Pull corridors and gym floor.

2:00 – 2:30 Boy’s Restroom – (2) - Clean sinks, commodes, urinals, partitions, walls , mirrors, empty trashcans, sweep floor, clean trashcan lids, mop floor and restock.

2:30 – 4:30 – Clean Assist. Principal’s office, Guidance, Reading Room, and (4) classrooms.

### **FRIDAY**

2:00- 4:30 Cafeteria – Breakdown the tables and flood mop the floor with neutral cleaner mixture and restore and buff – out and set back up. Night custodian will buff-out and set – up.

NOTE: Clean dust mop at end of shift and retreat.

Clean custodial office and closest daily.

Clean and restore all equipment.

Fill in for absent custodian when a substitute is not available.

Ensure all doors are secured. (Side and front doors before leaving)

First Wednesday of the month check for exterior /parking lot lights out and send into Plant Services.