

ELEMENTARY SCHOOL

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

HOURS Monday thru Friday 2:00 – 10:30

2:00 – 2:30 Police area grounds.

2:30 – 3:30 Assist the Lead Custodian with any minor building maintenance or wherever needed.

3:30 – 6:30 Classrooms - Rooms 1 thru 15 dust, clean sinks, countertops, windows, window sills, door glass, chalk trays, boards, sweep, vacuum, empty trash, empty pencil sharpeners and spot mop floor when needed. **MONDAY, WEDNESDAY, AND FRIDAY DUST**

6:30 – 7:00 **DINNER**

7:00 – 10:00 **MAINTENANCE FLOOR CARE SCHEDULE – (MONDAY, TUESDAY AND WEDNESDAY- LIGHT SCRUB, SPRAY BUFF OR RESTORE AND BUFF) IF LIGHT SCRUBBING ONE ROOM PER PERSON, IF SPRAY BUFFING TWO ROOMS PERSON**

10:15 – 10:30 **SECURE THE BUILDING WHICH INCLUDES ALL WINDOWS AND DOORS AND TURN ON ALARM SYSTEM**

NOTE: THURSDAY – HALL NIGHT RESTORE AND BUFF- OUT

FRIDAY - ASSIST LEAD CUSTODIAN WITH CAFETERIA

- a. Clean and retreat dust mop and place in proper place.
- b. Clean custodial closets DAILY.
- c. Clean and restore all equipment and store in proper place.
- d. Fill in for an absent custodian when a substitute is not available.
- e. Check- boys and girls restroom before leaving the building at night.
- f. Sometimes may have to pull corridors after programs in buildings.
- g. Renovate gym floor once a month the first Wednesday of the month.
- h. Pressure wash restrooms once a month.