

Middle/ High School

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

Hours Monday thru Friday 11:00 -7:30 (half hour dinner or at lunch)

11:00 – 11:30 Sign in on time sheet. Police the grounds assigned.

11:30 – 12:30 Pull assigned corridor, sweep stairwells, clean handrails, clean marks from walls, clean ledges and sills, clean entrance door glass, vacuum mats, and clean water fountains.

12:30 – 1:30 Clean assigned restrooms – restock, empty trash, clean mirrors, sinks, commodes, urinals walls, partitions, sweep floor and mop floor.

1:30 – 2:30 Help with the cafeteria mopping the floor with night shift and set back up.

2:30- 3:30 Clean small offices and teacher's restroom and planning rooms on assigned hall- empty trash , pencil sharpeners, dust clean door glass and spot mop floor if needed. Fully clean restroom and restock.

3:30 – 4:00 Lunch / Dinner/ snack break

4:00- 6:00 Clean classrooms – 117 thru 130 sweep, dust, empty pencil sharpener, trashcans, clean boards, chalk trays, windows, window sills, door glass, spot mop floor if needed and countertops. (Dust Monday, Wednesday and Friday)

6:00 – 6:30 Sweep stairwells, damp mop stairs, clean handrails and clean ledges, clean door glass on entrance doors and large windows.

6:30 – 7:30 – Assist the night shift in floor maintenance such as restore a floor for the night shift to buff out or pre- prep a classroom for night shift.

NOTE:

- 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 and absent custodian when a substitute is not available.
- e. Keep paper products, soap in the restrooms at all times.
- f. Take care of minor maintenance.
- g. DUST MONDAY, WEDNESDAY AND FRIDAY

