

High / Middle School

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

Hours -- Monday thru Friday 8:30 – 5:30

8:30 – 9:00 Sign In on the Time sheet. Police the grounds assigned.

9:00 – 9:30 Clean the assigned restrooms – empty trashcans, sweep floor, clean mirrors, stock with paper products and soap, clean commodes and urinals, clean trashcan lids, sinks clean walls and partitions and mop floor. Check ceiling for articles.

9:30 – 10:30 Pull hall, dust ledges, clean entrance door glass, vacuum mats, clean water fountains, walls, sweep stairwells and damp mop if needed.

10:30 – 11:30 Routine /Minor Maintenance

11: 30 – 12:30 LUNCH

12:30 – 1:30 Clean the assigned restrooms- empty trashcans, sweep floor, clean mirrors, stock with paper products and soap, clean commodes, urinals sinks, trashcan lids, walls, partitions and mop floor.

1:30 – 2:30 Pull hall, dust ledges, clean entrance door glass, vacuum mats, clean water fountains, walls, sweep stairwells and clean handrails.

2:30 – 5:00 Clean Classrooms- 201 thru 218, sweep, empty trashcans, pencil sharpeners, clean chalkboards, windows, window sills, door glass, chalk trays, spot mop floor if needed and dust.

5:00 – 5:30 Clean assigned restrooms as listed above.

NOTE:

Clean and retreated dust mop and place in proper place.

Clean custodial closet daily.

Clean and restore all equipment and store in proper place.

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

Keep paper products, soap in the restrooms at all times.

Take care of minor maintenance.

DUST MONDAY, WEDNESDAY AND FRIDAY