

Middle/ High School

Night Custodian – Work 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 – 3:00 Sign in. Police grounds.

3:00 – 6:30 Classrooms (12) could be up to (15) – Sweep, vacuum, empty trash, pencil sharpeners, clean windows, window sills, chalk boards, trays, sinks, door glasses, spot mop floor when needed. **MONDAY, WEDNESDAY, AND FRIDAY DUST EVERYTHING IN THE ROOM**

6:30 – 7:00 DINNER

7:00 – 10:00 Maintenance floor care schedule- **MONDAY, TUESDAY, WEDNESDAY**- Light scrub, spray- buff or restore and buff assigned classroom floors. If light scrubbing one floor per person – If spray buffing or restore and buff out then two classrooms per person.

10:00 – 10:30 **SECURE THE BUILDING WHICH INCLUDES ALL WINDOWS AND DOORS TURN ON ALL ALARMS. Sign out time you leave.**

NOTE:

MONDAY, WEDNESDAY AND FRIDAY DISINFECTANT THE WEIGHT ROOM AND LOCKERROOMS AT END OF NIGHT SHIFT.

THURSDAY – HALL NIGHT RESTORE AND BUFF-OUT

FRIDAY – CAFETERIA SCRUB FLOOR AND SET UP TABLES

- a. Clean and retreat dust mop and place in proper place.
- b. Clean custodial closets daily.
- c. Clean and restore all equipment and store properly.
- d. Fill in for an absent custodian when a substitute is not available.
- e. Check boy / girls restrooms before leaving the building at night.
- f. Sometimes may have to pull corridors after programs in buildings