

## **Middle School /High School**

**Senior Custodian** - Supervise day custodial employees assigned to the building as well as coordinated by Principal and Supervisor of Custodial Services.

Initiate request for all custodial supplies, submit work orders, perform daily inspections of employees, perform minor maintenance, training of custodial staff, evaluate performance of staff, honor request of Principal and teacher's.

Raise Flags daily.

6:00 – 7:30 Unlock building. Check for any abnormalities needing maintenance attention. Inspect custodial work areas.

7:30 – 8:00 Police grounds in front of building.

8:00 – 8:30 General meeting with the day shift custodians daily.

8:30 – 9:00 Pull the main hall, vacuum mats and clean door glasses.

9:00 – 11:00 Paperwork, supervision of employees, training, scheduling, assignments etc.....

11:00 – 11:30 Pull the main hall, vacuum mats and clean door glasses.

11:30 – 12:30 LUNCH

12:30 – 1:30 Building walk – thru.

1:30 – 2:00 Pull the main hall.

2:00 – 3:00 Meeting with the Night Lead Custodian.

**Note:** When custodial staff is absent and there is not a sub the lead custodian will divide the work areas equally among the day/night shift and will assist in some form also.

All equipment must be stored neatly and cleaned by staff after using.

Dust mops should be swept off and treated at end of shift.

Custodial closets are to be kept neat and orderly at all times.