

CUSTODIAN

The Brunswick R-II School District is accepting applications for the position of a custodian for the 2023-2024 school year.

Hours will be Monday-Friday from 7:00 a.m. to 3:30 p.m. This position offers full benefits.

Applications are available at www.brunswick.k12.mo.us. Please mail application to: Superintendent Cara Engelbrecht, 1008 County Road, Brunswick, MO 65236 or email cengelbrecht@brunswick.k12.mo.us.

The Brunswick R-II School District provides equal opportunities for employment, promotion and education without regard to sex, age, color, creed, national origin or disability.

JOB DESCRIPTION

POSITION: Custodian

QUALIFICATIONS: High School diploma or equivalent with demonstrated knowledge of or willingness to learn about safety in regard to use/storage of cleaning materials and techniques. Must be able to lift at least 50 pounds.

REPORTS TO: Superintendent

JOB GOAL: The Custodian is responsible for maintaining cleanliness of the school and school grounds with as little disruption of daily educational activities as possible.

RESPONSIBILITIES:

1. Work habits: The custodian
 - a) Arrives at work as scheduled and works a full shift before leaving
 - b) Identifies custodial needs and does so without being instructed to do so
 - c) Organizes his/her work day for the greatest efficiency possible
 - d) Finishes tasks within a reasonable length of time
 - e) Takes pride in his/her work
 - f) Is dependable
 - g) Is able to make changes in work assignments that contribute to the betterment of the job and district
 - h) Maintains confidentiality of all school-related matters with which he/she may become knowledgeable
2. Work skills: The custodian
 - a) Has a working knowledge of sanitation and cleaning procedures
 - b) Is familiar with floor care and maintenance techniques
 - c) Can operate available cleaning equipment in a safe and efficient manner
 - d) Is knowledgeable of proper pest prevention and control matters, and proper storage of foodstuffs and hazardous materials
3. Inventories and supplies: The custodian
 - a) Inventories janitorial and building supplies and
 - b) Orders items as needed in accordance with school purchasing procedures
 - c) Stores chemicals in compliance with MSDS specifications

- d) Follows district policies when discarding or disposing of school property
- 4. Maintenance and inspections: The custodian
 - a) Inspects playground equipment and makes repairs
 - b) Completes minor maintenance as needed such as changing light bulbs, maintaining vacuum cleaners, and cleaning or changing furnace filters
 - c) Informs the superintendent of safety concerns and/or needed building and grounds maintenance so that it can be completed in a timely fashion
- 5. Personal skills: The custodian
 - a) Develops a positive rapport with teachers, administrators, and other staff
 - b) Projects a positive attitude about the school, the community, and the people involved with the school
 - c) Is able to accept suggestions and/or criticism in a positive manner
 - d) Is loyal to the district and exemplifies ethical conduct
 - e) Provides a positive image for students in language, attire, and personal composure, attire, and cleanliness
- 6. Custodial duties: The custodian
 - a) Is responsible for the overall cleanliness and appearance of the building and grounds
 - b) Is responsible for sanitation of restrooms, locker rooms, cafeteria and kitchen areas and maintaining paper supplies for those areas
 - c) Cleaning of floors and carpets, including bleachers, and gym and classroom floors
 - d) Trash removal
 - e) Cleaning of locker tops, chalk trays and boards, fans, and glass surfaces
- 7. Unusual circumstance related duties: The custodian
 - a) Applies ice removing chemicals as appropriate
 - b) Physically removes snow and ice in areas where it poses a safety hazard
 - c) Removes water from floors to prevent slipping
 - d) Is familiar with and carries out the custodial duties identified in the Crisis Management Plan and Emergency Response Manual

Security: The custodian

- a) Checks to see that doors remain locked during the school day
- b) Checks doors and windows to see that they are locked at the end of the school day
- c) Determines that security lights are functional

***Other duties required as assigned.**

***Follows all policies of the Brunswick R-II Board of Education.**

TERMS OF EMPLOYMENT:

The custodian will be employed on an Intent to Employ. Salary will be paid over 12 months.

EVALUATION:

The custodian will be evaluated annually by the administration.

**Approved by the Brunswick R-II Board of Education on August 17, 2020*

Reviewed by Employee:

Signature

Date