



THE SHARON ACADEMY

CREATIVE • INDEPENDENT • VIBRANT • COMMUNITY

HIGH SCHOOL CUSTODIAN

POSITION SUMMARY

The basic responsibilities of this position include keeping the school a clean and safe environment for students, teachers and visitors.

ROLE QUALIFICATIONS

The custodian must be available after school hours and as applicable throughout the year.

RESPONSIBILITIES

Daily - when School is in session.

- Vacuum Carpets
- Wash front door glass
- Fill towel/soap dispensers
- Clean and disinfect sinks, toilets, urinals, bathroom floors, and drinking fountains.
- Empty wastebaskets and take out trash. Replace liners if applicable.
- Secure windows and doors.
- Spot clean stains and spills.

Weekly – when school is in session

- Clean classroom tabletops if cleared.
- Clean tops of wooden baseboards.
- Clean mirrors.
- Dust horizontal surfaces, windowsills if cleared.
- Dust ceiling corners.
- Dust furniture legs, seats of chairs.
- Clean whiteboards and frames.

Monthly – when school is in session

- Spot clean walls if stained or unusually dirty.
- Clean doors, frames, and trim as needed.
- Clean inside glass as necessary.
- Clean surfaces of wooden and vinyl baseboards including corners for scuff marks, stains, collected dirt.
- Vacuum/sweep under bleachers.
- Clean toilet partitions.
- Vacuum bookshelves, tops of books, as contents allow.
- Clean corners, behind copier, etc.

Twice yearly - during summer break and December break.

- Clean surfaces that collect dust (throughout the year), such as tops of door frames, emergency lights.
- Clean, sort out, and organize janitor's closet, storage room, boiler room.
- Clean window shades and blinds.
- Shampoo carpets.
- Dust air grills.
- Remove tape and staples from walls, doors, floors, and other surfaces.

Summer Break

- Clean window screens.
- Clean window exterior glass.
- Clean interior of light fixtures.
- Re-lamp light fixtures if necessary.
- Dust horizontal surfaces: cabinets, shelves, desks, all such surfaces. Clear if necessary.

ESSENTIAL SKILLS AND EXPERIENCE

THIS IS A NON-EXEMPT POSITION

THE CUSTODIAN REPORTS TO THE FACILITIES COORDINATOR