



Alabaster City Schools Job Description

JOB TITLE: CUSTODIAN
(Please refer to posted vacancies for specific locations)

QUALIFICATIONS:

1. Good general health.
2. Demonstrated aptitude for assigned responsibilities.
3. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Principal
Maintenance Technicians

JOB GOAL: To provide students with a safe, attractive, comfortable, and clean place in which to learn, play, and develop.

PERFORMANCE RESPONSIBILITIES:

1. Sweep, mop, wash, strip, wax, and vacuum floors in assigned areas.
2. Dust furniture and clean and polish fixtures on a daily schedule.
3. Keep wastebaskets emptied and clean.
4. Report to principal and maintenance technician of acts of vandalism.
5. Assist with keeping building and grounds free of paper and litter.
6. Keep restrooms clean and stocked with necessary paper supplies.
7. Wash all windows as needed.
8. Clean chalkboards.
9. Requisition supplies as needed.
10. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
11. Assist with keeping grounds as assigned.
12. Be regular and punctual in attendance.
13. Perform duties in a manner that promotes good public relations.
14. Maintain confidentiality of any school system related business.
15. Develop and maintain proper and professional relationship with students and other employees.
16. Perform other job-related duties during the school day as assigned by the Principal.

TERMS OF EMPLOYMENT: Nine-, ten-, eleven-, or twelve-month contract. Work schedule, and work year to be established by the Principal.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

SALARY: Appropriate placement on current salary schedule.