

**POSITION DESCRIPTION**

**POSITION TITLE: CUSTODIAN IV**

**POSITION DESCRIPTION:**

Reporting to the Head Custodian, Turtle Mountain School Division, the custodian will check the security of school buildings; perform daily, weekly, periodic and summer cleaning duties; perform routine floor care and carpet cleaning duties; perform minor mechanical duties; perform school grounds and related equipment maintenance; and performs other duties.

**POSITION RESPONSIBILITIES:**

1. Dust mopping, sweeping, wet mopping, vacuuming of rugs and floors.
2. Cleaning of window sills, windows and doors, tables, desks, chairs, counters and walls.
3. Dust: bookcases, bulletin boards, cabinets, chairs, desks, lamps, pictures, stands, tables, fans, venetian blinds, window ledges, telephones, fluorescent fixtures.
4. Clean men's restroom: check towels, soap dispensers, tissue, replace as needed. Clean sinks, toilets and urinals. Empty rubbish from trash containers. Wipe and polish mirrors.
5. Women's restroom: check towels, soap dispensers, tissue, napkin dispenser, replace as needed. Clean sinks and toilets. Wipe and polish mirrors. Empty rubbish from trash containers.
6. Other duties as assigned.

**QUALIFICATIONS**

1. Must have the ability to understand and follow oral instructions.
2. Some experience and knowledge of janitorial service.
3. Must be physically able to perform duties.
4. Ability to work well as a member of a team.

Cross Reference:

Approval Date:

Policy Review Date:

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*KNOWLEDGE, SKILLS AND ABILITIES:*

Capable of performing a variety of housekeeping tasks. When not working under close supervision, his/her work follows a well established schedule and routine. He/she keeps working areas in school department in clean and orderly condition.

*PHYSICAL REQUIREMENTS:*

Medium work: exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.