

**Sacaton Elementary School District #18**  
**Job Description**

**TITLE: CUSTODIAN**

**QUALIFICATIONS:**

- High School diploma or equivalent
- Must be 18 years of age or older
- Must pass a character reference check as well as state and community fingerprint screening
- May be required to submit to a drug test
- Must be in good physical health and be able to pass a physical examination
- Must know or be willing to learn to operate vacuum cleaners, carpet shampoo machine, and lawn equipment
- Must demonstrate aptitude and competence for assigned responsibilities and alternatives as specified by the supervisor
- Member of the Gila River Indian Community preferred
- Such alternatives to the above qualifications as the Board may find appropriate

**REPORTS TO:** Facilities Director or designee

**JOB GOAL:** To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and develop. Also to provide students with an attractive and safe, natural environment in which to learn.

**PERFORMANCE RESPONSIBILITIES:**

- Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
- Monitors heat, ventilation, and air conditioning system to provide temperatures appropriate to the seasons and to ensure economical usage of fuel, water, and electricity
- Cleans driveways, parking areas, and steps as appropriate.
- Checks daily to ensure that all exit doors are open and all panic bolts are working properly during hours of building occupancy.
- Cleans classrooms daily and dusts furniture.
- Cleans corridors each day, and during the day when their condition requires it.
- Scrubs hoses down, and disinfects toilet floors as needed and cleans all sanitary fixtures and drinking fountains as needed.
- Keeps the grounds free of rubbish.
- Makes such minor repairs as he/she is capable of doing.
- Reports major repairs needed promptly to the supervisor.
- Reports immediately to the Facilities Director any damage to school property.
- Performs other duties as may be assigned by the supervisor.
- The school district reserves the right to amend this job description as necessary.

**TERMS OF EMPLOYMENT:** **Nine and one-half (9½) month contract** as per approved school calendar. Salary to be established by the Governing Board's approval of the Salary Schedule.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel (Policy GDO).

Approved by: Sacaton Governing Board

Date: \_\_\_\_\_