

## LOHN ISD Job Description

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**Job Title:** Custodian

**Exemption Status/Test:** Nonexempt

**Reports to:** Principal

**Date Revised:**

**Dept./School:** Lohn School

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### **Primary Purpose:**

Lohn ISD is looking for a responsible custodian to maintain and upkeep our facilities. The external and internal appearance of a building reflects on the occupants. It is important for a custodian, or janitor, to be careful and thorough in working, cleaning and tidying the premises.

The ideal candidate will have experience in the role of custodian and will understand the importance of ongoing building upkeep. They will have physical endurance to cover a large space, and a keen eye for detail.

### **Custodian Daily Duties and Responsibilities**

- Keeps buildings and property in clean and orderly condition.
- Performs routine maintenance and upkeep activities.
- Performs heavy cleaning duties.
- Sweeps, mops, scrubs, or vacuums floors.
- Gathers and empties trash.
- Scrubs, sanitizes, and supplies restroom facilities.
- Dusts furniture, walls, and equipment.
- Cleans windows, mirrors, and partitions with soap and other cleansers.
- Mixes cleaning solutions and chemicals in containers in preparation for cleaning, according to instructions.
- Follows procedures for the use of chemical cleaners and power machinery to prevent damage to floors and fixtures.
- Cleans and polishes fixtures and furniture.
- Shampoos or steam-cleans carpets and rugs.
- Cleans and polishes furniture and fixtures.
- Manages inventory of cleaning supplies.
- Notifies supervisor regarding the need for repairs or additions to building operating systems.