

SCHOOL DISTRICT OF GADSDEN COUNTY  
SERVICE DEFINITIONS AND DATA COLLECTION FORM  
CUSTODIAL ASSISTANT

1. SERVICE DELIVERY

- 1. Clean and inspect restrooms and locker rooms daily.
2. Perform routine damp cleaning of all windows, window ledges and furniture in all assigned areas.
3. Perform routine high dusting of all rooms in scheduled areas.
4. Spot mop and damp mop the hard surfaces of rooms and corridors daily.
5. Vacuum and spot clean carpeted rooms and hallways daily.
6. Maintain the inventory of custodial supplies, tools and materials for use in the facility.
7. Assist in the supervision of the physical security of the building as it pertains to security lights, locking and unlocking of the facility.
8. Provide emergency clean-up for spills and mishaps throughout the facility.
9. Assist in setting up for meetings and workshops on planning days.
10. Assist in minor maintenance repairs assigned to the head custodian.
11. Patrol the facility and grounds to pick up and prevent accumulation of litter daily.
12. Clean windows as directed.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- 13. Participate in workshops and training sessions as required.
14. Follow attendance and proper dress codes as required.
15. Complete cleaning schedule for areas assigned, with the frequency requirements provided, and look for ways to improve the schedule.
16. Maintain a positive public relations attitude with all staff personnel and student body.
17. Perform special cleaning programs and projects.
18. Inspect, routinely, those areas on assigned schedule for possible personnel and safety hazards and report to head custodian.

3. SYSTEM SUPPORT

- 19. Assist the custodian with all matters relative to the cleanliness and safety for the facility.
20. Prepare all required reports and maintain all appropriate records.
21. Follow School Board policies and school policies and procedures.
22. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- 23. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
24.
25.
26.
27.

CUSTODIAL ASSISTANT (Continued)

**5. ASSESSMENT AND OTHER SERVICES**

- \_\_\_\_\_ 28. The use of the adopted performance appraisal systems for instructional and other employees.
- \_\_\_\_\_ 29. The accurate and timely filing of all school reports.
- \_\_\_\_\_ 30. The completion of required professional development services.
- \_\_\_\_\_ 31. \_\_\_\_\_
- \_\_\_\_\_ 32. \_\_\_\_\_

**DATA COLLECTION CODES**

O -- Observed  
C -- Collected Data

I – Clearly Indicated  
NE – Not Evident

**INTERACTION DATES**

**Formal Observations**

**Informal Observations**

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature of Evaluator / Date)