

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 4.04**

**Position Title:** Custodian

**Reports To:** Designated Building Principal/Custodial Night Supervisor/Director of Custodial Services

**SUMMARY**

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

**QUALIFICATIONS/REQUIREMENTS**

High school diploma or general education degree or significant relatable experience. Custodians shall demonstrate an aptitude and the ability to successfully perform the tasks required.

**ESSENTIAL JOB DUTIES**

- Keeps building and premises, including sidewalks, driveways and play areas, neat and clean at all times.
- Checks daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Maintains all equipment in a clean and well-functioning manner.
- Raises and lowers the United States flag daily.
- Vacuums and spot cleans carpeting in assigned area of responsibility. Sweeps classrooms and corridors and dusts furniture.
- Cleans and disinfects restroom floors daily and cleans all sanitary fixtures and drinking fountains daily.
- Refills restroom dispensers, as needed (i.e., toilet tissue, paper towels, hand soap, sanitary napkins).
- Washes windows on both the inside and outside, as needed.
- Removes graffiti from walls and other surfaces, as needed.
- Keeps the grounds free from rubbish.
- Follows all safety guidelines to maintain a safe environment for staff and students.
- Cleans all chalkboards, as needed.
- Reports immediately to the Principal any damage to school property and any major repairs needed.
- Properly dispenses all cleaning solutions in accordance with manufacturers' recommendations.
- Utilizes wet floor hazard signs whenever mopping floors or inclement weather prevails.
- Ensures all chemical products are properly labeled.
- Requisitions needed replacements from Director of Custodial Services in advance.

**Wentzville R-IV School District**  
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**Page 2**

- Assists in the cafeteria, as needed.
- Performs emergency cleaning services, as necessary. Follows strict safety guidelines whenever cleaning up body fluid waste.
- Follows the established procedures and policies of the Wentzville Board of Education.
- Performs all duties within District cleaning procedures.

**OTHER DUTIES AND RESPONSIBILITIES**

Perform other duties as assigned by the Principal/Assistant Principal/Director of Custodial Services.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, climb a ladder a minimum of 6', and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move up to 75 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Twelve-month year. Salary and work year to be in accordance with current pay plan and District Policy.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with District Policy on evaluation of support staff personnel.