

**Eufaula School District  
Position Description**

**JOB TITLE: Custodian**

Reports To: Principal , Assistant Principal , and/or Business Manager  
Superintendent (Maintenance of buildings, and ordering of supplies)

**SUMMARY:** Keeps the district 's school buildings safe, attractive, comfortable, clean, so that they present no problems or interruptions to the educational program. Keep the district's grounds safe and clean.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** *Other duties may be assigned.*

- => Cleans and preserves designated space, equipment, etc. in the buildings.
- => Cleans and maintains all major equipment.
- => Performs necessary painting and general repairs to plumbing, electrical , carpentry, and general mechanical areas.
- => Performs and assists in general mechanics in remodeling and renovation work.
- => Maintains the school grounds.
- => Removes snow and puts down ice melt.
- => Performs general cleaning and maintenance of the school building.
- => Requisitions and receives supplies and equipment, and maintains necessary inventories.
- => Assumes responsibility for the general security and fire safety of the buildings.
- => Maintains building and grounds security by locking the buildings each school day and setting alarms.
- => Performs emergency repair or cleaning services as needed.
- => Changes filters in all heating/air conditioning units once each month in all buildings.
- => Maintain work related records and prepares various reports as directed.
- => Clocks in and out each work day.

**SUPERVISORY RESPONSIBILITIES:**

None

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

**OTHER SKILLS AND ABILITIES:**

Ability to develop effective working relationships with staff and the school community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

*The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*