

# **Part-time Custodian**

Part-time, 25 hours/week

**Compensation:** \$10/hour

## **Please Submit:**

Cover Letter, Resume, and [District Classified Application](#)

By emailed PDF or Mail

## **To:**

Bill Wilsonoff, Maintenance Supervisor

PO Box 1004

Bonner, MT 59823

[bwilsonoff@bonner.k12.mt.us](mailto:bwilsonoff@bonner.k12.mt.us)

(406) 258-6151

## **Open Until Filled**

Bonner School District is an EEO Employer

Posted 9/25/2017

BONNER ELEMENTARY SCHOOL  
P.O. Box 1004  
Bonner, Montana 59823-1004

**TITLE:** Custodian

**QUALIFICATIONS:**

1. Able to read and write standard English language.
2. Is able to lift and carry 50# objects.
3. Holder of current valid Montana Low Pressure Boilers License.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. May be combined with bus driver position, see that job description as appropriate.

**REPORTS TO:** Facilities Supervisor

**JOB GOAL:** To provide students and staff with a safe, attractive, comfortable, sanitary and efficient environment in which to learn, play, teach and develop.

**PERFORMANCE RESPONSIBILITIES:**

1. Keeps assigned area(s) clean, sanitary and neat at all times.
2. Performs snow removal and ice reducing measures as assigned and/or when directed.
3. Regulates heat and ventilation systems to provide a comfortable environment appropriate for the season and to insure an economical usage of energy.
4. Vacuums carpets in assigned area(s) on a daily basis and performs spot removal operations as needed.
5. Sweeps and dust mops all hard surface floor coverings (such as vinyl tile) on a daily basis; wet mops and waxes those surfaces as needed and when directed.
6. Washes, scrubs and disinfects urinals, toilets, sinks and drinking fountains daily and as needed.
7. Polishes metal faucets and fixtures weekly and as needed.
8. Washes and disinfects bathroom floors daily or as needed.
9. Secures all doors and windows in assigned area(s) at the end of the school day; turns off all lights, (except for security lights) and non-essential appliances and equipment except those left on for safety or other approved reasons.
10. Moves furniture or equipment as required or directed by the facilities supervisor or administrative personnel.
11. Remains on school premises during shift except as directed and authorized by supervisor; is available to assist as needed when school-sponsored activities or approved community events are in progress upon direction of the facilities supervisor.
12. Washes all windows in assigned area(s), (inside and outside), at least once each year and more frequently if necessary.
13. Keeps grounds free from trash and rubbish.
14. Empties pencil sharpeners, waste and recycling containers daily and as needed.
15. Cleans counters and sills weekly and as needed.

Custodian Job Description: Page 2 of 2

16. Performs such grounds keeping chores as grass cutting, tree trimming and the like, as assigned and directed, to maintain the school grounds in a safe and attractive condition.
17. Cleans all chalk/white boards at least once per week and as directed, using appropriate cleaning solutions.
18. Reports needed major repairs and all vandalism to the facilities supervisor promptly.
19. Makes minor repairs to building and equipment (such as replacement of light bulbs, tightening screws) as needed and when directed.
20. Performs "deep" cleaning operations yearly, normally during the summer when classes are not in session and as directed.
21. Reports or takes action to prevent, (if possible), vandalism, deliberate littering or hazardous behavior, (such as reckless vehicle operation), to the facilities supervisor or superintendent.
22. Promptly reports any acts of insubordination or any behavior which is demeaning to the custodian to the facilities supervisor or superintendent.
23. Performs other duties as may be assigned by the Facilities Supervisor or the Superintendent.

**TERMS OF EMPLOYMENT:**

1. Salary as established by the Board.
2. Work day and year as established by the Board.

**EVALUATION:** In accordance with Board Policy.

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_