

**CUSTODIAL AND MAINTENANCE STAFF
DUTIES**

1. There will be, employed by the district, custodial men and/or women to care for the up-keep of their assigned buildings.
2. They will work according to administrative assignment.
3. The duties of custodians will include, but not be limited to:
 - A. Sweeping all rooms daily.
 - B. Scrubbing and polishing when necessary.
 - C. Washing windows inside and out.
 - D. Cleaning and washing drinking fountains, urinals, wash basins, and stools daily.
 - E. Dusting each classroom and office at least twice weekly.
 - F. Keep grounds free of trash and rubbish.
 - G. Operating heating units.
 - H. Performing simple maintenance.
 - I. The custodian will pick up commodities as is necessary for the school lunchroom.
4. Custodian
 - A. The full time custodian will be employed twelve (12) months each year.
 - B. The custodian will receive ten (10) vacation days over a one year period.
5. The custodian will be off duty on all legal holidays, and other days upon approval of the superintendent.
 - A. The custodian will open and close the buildings each day, and will open the building when necessary for other scheduled school activities at the school.
 - B. Custodians are responsible to the superintendent of schools and to the building principal.
 - C. No custodian will be absent or tardy from duty during hours of employment except with the consent of the school principal or superintendent, with the knowledge of the principal. A custodian will not be absent from the building without having someone in charge to assume responsibility.
 - D. In the event of unsatisfactory service, custodians will be notified in writing of dismissal.

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- E. No custodian now employed in a building may be re-employed in that building without the recommendation of the principal of that building.
- 6. Full time custodians receive ten (10) days sick leave per year cumulative to one hundred thirty (130) days total sick leave. Three days may be used as personal leave.
- 7. The board of education may require certification of illness or tardiness by one or more medical doctors to provide evidence of illness before honoring sick leave. Any attempt by an employee to take unfair advantage of sick leave will constitute grounds for immediate dismissal.
- 8. Custodians will be rehired at the regular board meeting in April.
- 9. Use of alcohol or non-prescriptive drugs on school premises will be grounds for immediate dismissal.
- 10. Dress code - employees and teachers will report to work dressed in a proper manner, in appropriate attire for the profession.