



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Custodian

Board Approved: September 8, 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. High school diploma or equivalent; experience may substitute for education
2. Experience in school custodial work preferred
3. Ability to understand and carry out instructions
4. Maintain a good relationship with all school personnel and students
5. Such other qualifications as may be set by the Board of Trustees

SUPERVISES N/A

REPORTS TO Building Principal and Maintenance Supervisor

JOB GOAL

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

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

1. Follow a work schedule developed by the building principal
2. Perform general cleaning of the building and grounds
3. Assist in all cleaning functions
4. Maintain a stock of custodial supplies
5. Maintain all custodial equipment
6. Inspect buildings, grounds, and mechanical equipment on a routine basis and report any items in need of attention to the principal
7. Check with principal for any special duties, such as programs, ballgames, visitors on campus, and other activities
8. Performs other duties as assigned

TERMS OF EMPLOYMENT

235 days annually with salary as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the evaluation procedure for classified employees of the Philadelphia Public School District.