



School Custodial Assistant Job Description

Position Summary:

The Custodial Assistant's job goal should be to contribute to the smooth and efficient operation and the public image of the school so that it can provide the maximum impact on the education of the children.

A Custodial Assistant is an employee performing cleaning tasks primarily and working under the direct supervision of the Head Custodian and the general supervision of the Maintenance Supervisor and the Principal.

Position Duties:

Without restricting the generality of the foregoing, a Custodial Assistant shall:

1. Clean and disinfect all washrooms and drinking fountains as assigned.
2. Clean, dust and mop all areas of the building, as may be assigned.
3. Clean and dust all windows, shelves, and ledges as required.
4. Strip, wash and wax floors as required.
5. Take, in cooperation with the Custodian and Principal, all reasonable precautions to ensure the security and safekeeping of the building and contents.
6. Vacuum all carpeted areas on a regular basis.
7. Perform such other related duties as may be assigned.

The custodial assistant, in many cases, will be privy to confidential information which must at all times be respected.

Evaluation:

The Maintenance Supervisor will oversee the evaluation of the custodial assistant.