

# Narragansett School System

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## Job Responsibilities Day Custodians

1. Assume responsibility for the opening of the building each day.
2. Raise the United States flag unless directed not to by the Principal or Director of Facilities.
3. Regulates heat & ventilation systems to provide temperatures appropriate to the season and insure economical usage of fuel, water and electricity as established by the Director of Facilities.
4. Check boiler room and report all problems to the Director of Facilities/Maintenance immediately.
5. Opens and secures the building at prescribed times.
6. Provide routine cleaning (such as sweeping, mopping, vacuuming, dusting, disposal of trash, etc.) to assigned cleaning areas including entries, bathrooms, hallways, classrooms, dining, offices, and other building areas.
7. Clean corridors during the day.
8. Set up cafeteria.
9. During lunches; provide for trash removal, mop up spills and assist staff (as time permits) in the cafeteria.
10. After lunches, clean cafeteria, remove and dispose of all trash, clean all equipment, move/fold tables, wash floor and set café as required for that night.
11. Check lavatories, police hallways and dust hallways.
12. Provides washrooms with soap, towels, and other necessary supplies and keeps dispensers filled.
13. Distribute school equipment.
14. Keeps building, premises, and outside entries; including sidewalks, driveways and play areas, neat and clean at all times.
15. Keeps the grounds free from rubbish.
16. Shovels, plows and/or sands walks and steps.
17. Makes such minor building repairs as he/she is capable of or assist maintenance man in such work.
18. Receiving and storage of bulk school supplies and paper.
19. Makes minor repairs as required and reports other repairs and damages to school properties promptly to the Director of Facilities/Maintenance.
20. Reports immediately to the Director of Facilities and the Principal any damage to school property.
21. Move furniture or equipment within building as required for various activities and as directed by the Principal or the Director of Facilities.
22. Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
23. Perform such tasks and assumes such other responsibilities as the Director of Facilities or Building Principal may assign.