

# Narragansett School System

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## Job Responsibilities Night Custodians

### Classrooms & Office:

1. Empty all trash baskets & pencil sharpeners daily,
2. Pick up pencils, crayons & large pieces of paper daily.
3. Rearrange desks & chairs daily.
4. Sweep or vacuum classrooms or offices daily.
5. Clean sinks daily.
6. Adjust & lower blinds and curtains daily.
7. Spot mop as needed, but wash all floors weekly.
8. Check & lock all windows and doors daily.
9. Cleans all chalk boards & dust furniture, window sills and anything else needed at least once a week.
10. Washes all windows on both the inside & outside twice each year.

### Bathrooms:

1. Wash & disinfects all toilets, urinals, sinks, floors & fixtures daily.
2. Provides washrooms with soap, towels, toilet paper and other necessary supplies daily,
3. Keep all dispensers filled.
4. Clean all mirrors daily.
5. Empty all trash cans daily.

### Buildings:

1. Keep building & premises clean at all times.
2. 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.
3. Cleans corridors each day.
4. Keep all floors in a clean & attractive condition and in good state of preservation.
5. Clean all drinking fountains daily.
6. Moves furniture or equipment within the building as required for various activities and as directed by the Director of Facilities or the Building Principal.
7. Makes such minor building repairs as he/she is capable or assists maintenance in such work.
8. Replace burned out light bulbs.
9. Clean under & around mud rugs.
10. Keep custodial closet clean.

**Job Responsibilities- Night Custodians** continued.....

11. Report major repairs needed promptly to the Director of Facilities or the Building Principal.
12. Reports immediately to the Director of Facilities or the Building Principal any damage to school property.
13. Shovels, plows and/or sands walks & steps.
14. Assist each other in setting up & breaking down for the night.
15. Complies with local laws & procedures for the storage & disposal of trash, rubbish & waste.
16. Assumes responsibility for the closing of the building each school day & for determining, before leaving, that all doors & windows are secured and all lights except those left on for safety reasons are turned off.