



400 W. Bell Ave; Las Cruces, NM 88005
Telephone: (575) 526-2984
Fax: (575) 523-5407

CUSTODIAN DAY/NIGHT JOB DESCRIPTION

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Verifiable references
- Valid NM Driver's License
- Pass required background check

PERFORMANCE/RESPONSIBILITIES:

- Opens and secures building as required (includes portables)
- Performs daily inspection of buildings/portables and grounds. Requests work orders if needed
- Cleans and disinfects building to include restrooms, classrooms, offices and barn
- Empties trash and relines all trash containers
- Clean and disinfect student tables/desk or chairs
- Clean and disinfect water fountains
- Clean and disinfect door handles
- Sweep and mop hallways, bathroom, classroom and office floors
- Removes trash around building, pavilion and lawn (use blower as needed on cement areas)
- Removes broken glass where hazardous and replaces with emergency closure as needed
- Waters lawn
- Cleans doors, window glasses and trophy display cases
- Moves furniture, equipment etc. to set up for Governing Council or Parent Meetings.
- Assists or sets up for school related functions and serves as custodian during these functions
- Responds to emergency situations
- Completes fire extinguisher and exit light reports monthly
- Performs other maintenance/other tasks assigned at the direction of immediate supervisor or head administrator
- Communicates on a regular basis with immediate supervisor, adheres to rules of personal conduct, keeps neat clean appearance, and communicates in a courteous manner with staff
- Maintains good quality of work performance while demonstrating economic use of maintenance supplies and proper care of equipment to include: organized maintenance supply room and order supplies as needed
- Demonstrates safety precautions to minimize on the job accidents and follows proper safety procedures
- Complies with local, state and federal rules and regulations.

MACHINE/TOOLS/EQUIPMENT:

- Various types of equipment/tools but not limited to wet/dry vacuum, electric floor buffer, floor scrubber, upright vacuum, power weeder, electric drill, electric screw/nut driver, blower etc.