



EMPLOYEE NAME: _____

Revised: 10/12; 8/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Temporary Custodian	JOB CODE: TEM5
DIVISION: Operational Support	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Maintenance Services	WORK DAYS: As needed
REPORTS TO: Supervisor as assigned	PAY GRADE: Rank M, Step 1 (NW13)
FLSA: Non-Exempt	PAY FREQUENCY: Varies based on primary job
PRIMARY FUNCTION: Follows schedule for cleaning assigned building area.	

REQUIREMENTS:

1.	Educational Level: None
2.	Certification/License Required: None
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Cleans specified areas of building as outlined by assigned supervisor.
3.	Cares for school grounds as directed.
4.	Performs other duties as assigned by appropriate designee.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____