

It is the teacher's responsibility to see that the schoolroom, the stage, the ell, the hall, the desks and the bathroom are kept in clean and sanitary condition during the school year.

The School Committee shall hire one person, or more if necessary, to perform the duties listed below.

Custodial Job Description

The custodian is responsible for weekly pick-up and disposal of trash (in the separate categories required by the Plantation), vacuuming and sweeping of school floors, and weekly cleaning of the bathroom floor, sink, and toilet during the school year.

The custodian is also responsible for completing the list of cleaning and maintenance tasks listed below at the scheduled times. The custodian is responsible for notifying the school committee when supplies are needed.

The custodian is responsible for finding a substitute when unable to fulfill the weekly scheduled duties and/or those duties listed below.

August:

1. Pick up key from the School Committee.
2. Thoroughly clean and dust. It is especially important to: vacuum the floor and all surfaces (including floor corners, bookshelves, windows, and heaters), wash the blackboard, scour the sinks, sponge off the counters, and dust the piano.
3. Hang the stage curtain.
4. Wash the floors in the schoolroom, hall, ell, and bathroom. Wash the bathroom walls. Wash out the trash cans.
5. Wash all of the windows.
6. Lay, vacuum, and (if not completed at the end the previous school year) shampoo the carpets.
7. Check that fire extinguishers are charged and smoke detector is operational.
8. Dispose of all trash that accumulates during the teacher prep period that precedes the first day of school.
9. Clean the bathroom immediately before the first day of school.

Christmas Break:

1. Thoroughly clean and dust. It is especially important to: vacuum the floor/carpet and all surfaces (including floor corners, bookshelves, windows, and heaters), shampoo the carpet, wash the blackboard, scour the sinks, sponge off the counters, and dust the piano and the computer equipment.
2. Remove any perishables and soiled dishes leftover from the Christmas play & potluck.
3. Check that fire extinguishers are charged and smoke detector is operational.

March Break:

1. Thoroughly clean and dust, as described for Christmas Break.
2. Wash all of the windows.

After the last day of school:

1. Thoroughly clean and dust, as described for August.
2. Take down, vacuum, cover, and store the stage curtain.
3. Vacuum and shampoo the carpets. Roll and store them under the stage.
4. Wash the schoolroom and hall floors.
5. Remove all trash, thoroughly wash out all trash cans, and store trash cans in the shed.
6. Leave broom, dustpan, mop, and bucket in schoolroom for summer use.
7. Make inventory of cleaning supplies and give it to the school committee.
8. Return the school key to the School Committee.

Adopted: prior to October, 1990

Revised: 08/25/03 by J. Boegel, M. Chioffi, & J. Stevens