

DUTIES OF THE JANITOR

The cleaning is to consist of three (3) thorough cleanings and daily cleaning during the school term.

The daily cleaning is to consist of:

1. bathrooms disinfected, in keeping with sanitation standards, utility sinks cleaned
2. keeping desks cleaned and sanitized, and cabinet tops, window sills, white boards, bookshelves,
3. tables, chairs and piano dust free
4. sweeping, vacuuming and/or mopping all floors thoroughly
5. keeping walls and woodwork clean
6. classroom kitchenettes wiped down
7. main entrance door windows cleaned daily
8. kitchen and microwaves wiped down
9. light bulbs replaced, as needed

One thorough cleaning will be during the Christmas break, one in the spring, and then an end of the year cleaning.

The three (3) thorough cleanings will consist of:

1. cleaning windows, woodwork, floors, furnace ducts, books, and defrosting and cleaning refrigerators.
2. buffing, stripping, waxing and shampooing of the floors
3. cleaning of light fixtures

The board of trustees wants the school to be clean and presentable at all times. The quality of work must meet the approval of the board of trustees. If two (2) letters of reprimand are issued and no improvement is seen, the janitor will be dismissed.

The janitor will provide the board of trustees with the names and addresses of any substitute they may use. Only two (2) substitutes may be on record at any given time.

It has been requested by school staff that, if possible, daily cleaning not begin before 5 p.m. due to time needed for phone work, etc. Also, there will be extracurricular activities that one must clean around (family night, board meetings, PTO meetings, and other community functions). The janitor will be provided with a school calendar each month detailing the scheduling of such events so that cleaning can be planned accordingly.

Adopted: 2/15/2010

Revised: 01/28/19