Updated 9/22/25

**Title:** **Maintenance Assistant and Custodian**

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: 40 hours per week at hourly wage

Typical Work Week: Typically, during school year - M-F 8:00 a.m. - 4:00 p.m. Typically, during the summer M-F 6:00 a.m.-2:00 p.m. (30 minute duty free lunch). Schedule may be adjusted by Superintendent. Holiday, vacation, and leaves determined by Board Policy 5:330 for 12-month support staff.

Job Tasks/Responsibilities:

Collaborative Relationships:

* Interact positively and professionally with all District stakeholders
* Assist and work under the direction of the Director of Facilities followed by the Head Custodian
* Problem solve and handle conflict in a professional manner

Tasks:

* Assist with general maintenance tasks (troubleshooting and repairs, building walk throughs, changing filters, and preventative actions including inspections and monitoring of equipment)
* Assist with monitoring of operations of electrical, mechanical, and plumbing systems
* Assist with building temperatures and HVAC systems online
* Assist with building improvement projects
* Assist with monitoring District lighting and clocks
* General cleaning (indoor and outdoor areas of the facility)
* Perform floor cleaning tasks (scrubbing and waxing of floors)
* Assist with classroom moves or furniture requests
* Assist with building security
* Assist with setup, preparation, and takedown for inside and outside activities
* Perform emergency custodial cleanups and tasks
* Assist with outside mowing, lawn care, landscaping, and/or improvements to the grounds
* Assist with the mitigating of grounds related to weather conditions to protect the safety of everyone
* Assist with projects to revitalize District property and equipment
* Painting

Other:

* Assist in the Kitchen when needed
* All other duties as assigned considered as “other”