



Morgan County R-1 Schools

701 N Oak, Stover, MO 65078

Phone: (573) 377-2217 Fax: (573) 377-2211

“The Bulldog Way”

Striving for the Best, We Rise Above the Rest

Job Description

Maintenance/Custodian

Summary:

A custodian of the Morgan County R-I School District cleans and services campus building areas, performs a variety of custodial duties to maintain the campus in a sanitary, orderly, and attractive condition, and maintains and services district buildings and equipment. This position reports to district administrators as well as the director of maintenance and is subject to annual evaluation by the Director of Maintenance.

Essential Duties and Responsibilities:

- Works on various skilled areas which include: structural, carpentry, plumbing, electrical, masonry, and other as dictated by the need to maintain continuous operation of the district buildings.
- Requires the ability and willingness to perform a variety of custodial functions under specific instructions with some need for individual judgment in working out problems. The employee must be able to follow established procedures and schedules for cleaning.
- Performs maintenance on equipment within the capabilities of the custodial staff which shall include but not limited to inspecting fire extinguishers, emergency lights and exit signs; oiling of motors; repair of toilets, urinals, chairs, desks, doors; replacing of light bulbs; cleaning of vents and ceiling tiles, etc.
- Is capable of preventive, corrective and emergency work on a wide variety of structures and systems. This position requires personnel to follow preventive maintenance schedules and duties.
- Provides custodial services to offices, labs, classrooms, gyms, public areas, service areas, restrooms, utility rooms, hallways, stairwells, storerooms, and other areas as necessary. Cleaning of blood, human waste and other offensive items and odors are occasionally required.
- May be required to move furniture, equipment, arrange rooms, or set-up rooms for meetings.
- Will be required to clean walls, floors, ceilings, windows, toilets, urinals, tubs, showers, sinks, beds, elevators, furniture, trash cans, doors, vents, pictures, baseboards, light fixtures, water fountains, televisions, bookcases, tables, desks, cabinets, drapes, telephones, custodial equipment or other items as necessary.
- Will be required to dust mop, damp mop, wet mop, high dust, buff floors, vacuum, collect trash, spot clean or replenish supplies, in order to accomplish the cleaning responsibilities inherent with this position.
- May be required to shampoo carpets, strip and refinish floors.
- May be assigned to snow removal.
- Must become familiar with and demonstrate an understanding of departmental, district, and Board of Education Policies.

Matt Unger, *Superintendent*—(573) 377-2217

Michael Marriott, *High School Principal*—(573) 377-2218

Molly Roe, *Elementary Principal*—(573) 377-2219



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Qualifications, Skills, and Abilities

An individual who holds this position must have:

- Physical ability to perform duties required, including the ability to lift items 40 pounds or more.
- Ability to organize and plan effectively.
- Ability to operate power equipment.
- Knowledge to use various cleaning supplies and equipment in a safe manner.
- Work well with others without personal conflict.
- Work with little or no supervision.
- Ability to follow directions.
- Effective communication skills.

Terms of employment

This is a 12 month position with salary and benefits as approved by the BoE.

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