



# 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

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## Job Description

## Evening 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 Director as well as district administrators and is subject to annual evaluation by the Director of maintenance.

## Essential Duties and Responsibilities:

- 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; minor repairs of chairs, desks, doors; cleaning of vents and ceiling tiles, etc.
- Provides custodial services to offices, labs, classrooms, gyms, public areas, service areas, restrooms, utility rooms, hallways, stairwells, storerooms, and other areas as directed.
- 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.
- Cleaning of blood, human waste and other offensive items and odors are occasionally required.
- May be required to shampoo carpets, strip and refinish floors.
- May be assigned to snow removal.
- Others as assigned
- Must become familiar with and demonstrate an understanding of departmental, district, and Board of Education Policies.

## Qualifications, Skills, and Abilities

- 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 cleaning 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: 12 month/240 day position. Salary and benefits as adopted by the BoE.**

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

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

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