

It is acknowledged by the Board of Trustees of Minidoka County Joint School District #331 that circumstances must warrant the clear delineation between responsibilities performed by the custodians and others within the educational arena. Custodians have a major responsibility in assuring that schools are cleaned, well lighted, and operational and that the environment is one conducive to positive mental and physical health.

**Provisions:**

The following provisions apply:

1. Custodians, at the time they are hired will be assigned to one of four categories. Those are:
  - a. Custodian
  - b. Foreman Custodian
  - c. Head Custodian
  - d. Grounds Keeper/Custodian
2. Each school within the District will have a Head Custodian. He/she will have major responsibility of coordination with the building Principal, and Maintenance Supervision. Immediate supervision of other custodial staff members will also be a major responsibility of the Head Custodian.
3. Since each building is different in size, age, construction and night time usage, the administration will determine the amount of hours of custodial service to be received along with the determination as to the number of those hours that will be filled by individuals defined by each category as shown above. Individuals may be hired as part time in any of the categories with the exception of the Head Custodian position and may be assigned to work either a day or night shift.
4. Some custodial job descriptions indicate that the custodian may be held responsible for some minor maintenance as defined by the District's Job Descriptions.
5. The District will provide opportunity for training as may be deemed necessary by the Maintenance Supervisor. Such training may occur during the employees' regular scheduled employment time or at other times with commensurate compensation time granted.
6. Ethics and professionalism should be the code of conduct for custodians as well as other District employees. It is therefore anticipated that custodians, in the event that they are going to be absent must notify and receive permission from their administrative supervisor.
7. In the event the individual desires to terminate his/her employment with the District, he/she should provide appropriate time to accommodate such a transition to the mutual benefit of both parties.

**LEGAL REFERENCE:****ADOPTED: January 17, 1995****AMENDED/REVISED: June 19, 2000, May 21, 2007**