



A d m i n i s t r a t i v e P r o c e d u r e

Category:	Procedure:	
Human Resources	Work Schedule of Custodians	
Descriptor Code:	Issued Date:	Revised Date:
AP-G-420-2	June 1997	

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Morning custodians report on the early shift as assigned by the principal and custodial foreman. They are to make sure the building is opened, cleaned and ready to receive students. The evening custodians report to work as scheduled by the principal and custodial foreman. Every custodian shall be assigned an area of responsibility. The afternoon shift shall be responsible to lock doors as assigned by the principal and to turn on/off the security system. See GCBC for additional custodial duties. Every custodian is to take two fifteen-minute breaks. These breaks are to be assigned by the principal and head custodian.