

WEST POTOMAC HIGH SCHOOL

2015/2016 WORK SCHEDULE

Name: Olga Fuentes

Position Custodian I

SHIFT: 6:00 am– 2:30pm

TIME/LOCATION / OR DUTIES	DESCRIPTION OF TASK
<p style="text-align: center;">6:00-6:30am</p> <ul style="list-style-type: none">• Open building• Conduct security check of building & grounds including sidewalks, roof, lights, etc.• Check boiler room for heating/AC	
<p style="text-align: center;">6:30-10:00am Building work, inside/ outside</p>	<ul style="list-style-type: none">• Every day after students have arrived, sweep gym lobby & clean windows• Set-up/ take down for AM assemblies• Buff cafeteria twice a week• Change light bulb as needed Cafeteria• Clean walls and snack machines<ul style="list-style-type: none">• Delivery supplies• Assist on radio call
<p style="text-align: center;">10:00-10:30am Break</p>	<p style="text-align: center;">Break</p>
<p style="text-align: center;">10:30am-1:20pm Cafeteria</p>	<ul style="list-style-type: none">• Monitor students & clean-up<ul style="list-style-type: none">• Assist on radio call• Empty trash cans<ul style="list-style-type: none">• Mop spills• Check restrooms• Check hallways

	<ul style="list-style-type: none"> • Check patio trash cans
<p>1:20-2:30pm Cafeteria</p>	<ul style="list-style-type: none"> • Dust mop cafeteria <ul style="list-style-type: none"> • Mop cafeteria • Put up & down tables <ul style="list-style-type: none"> • Clean window • Clean equipment
<p>2:25:230</p>	<ul style="list-style-type: none"> • Meet with the supervisor <ul style="list-style-type: none"> • End of shift

Custodian sign:

Date

Building Supervisor:

Date