

**Red River Parish School Board**

**Job Description**

**TITLE:** **Building & Grounds Specialist II (Janitor)**

**Qualifications:** High School Diploma/GED Equivalent  
Ability and skills for grounds upkeep  
Ability and skills for facilities upkeep  
Ability to follow orders and work plans  
Social skills to work around students and public

**Superordinate:** **Principal**

**Performance Responsibilities**

1. Assists in light electrical construction and maintenance.
2. Assists in light plumbing construction and maintenance.
3. Assists in general construction, maintenance and repairs of school facility.
4. Inspects facilities for health and safety compliance.
5. Works as scheduled by the principal and when needed as emergencies arise.
6. Works special events (ball games, open house, etc.) as assigned by principal
7. Reports to Building & Grounds Specialist III for supply needs.
8. Be punctual and dependable.
9. Performs any other duties as assigned by superordinate.

**Professional Ethics**

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board’s dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board’s Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).
12. Adheres to Red River Parish School Board’s dress code (GAMB)

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

Terms of Employment: **12 Months**