

1. All sweepers must be here by \_\_\_\_\_
2. If you are going to be late, call the head custodian at \_\_\_\_\_ as early as possible.
3. If you are sick, please call and leave a message and explanation for the head custodian before noon. Failure to report your absence from work will be cause for dismissal. Remember frequent absences or/and tardies are also grounds for dismissal.
4. For non-sick absent days, notify the head custodian 2 days in advance.
5. You are responsible for your area. If you see someone in the building that should not be there, have the adult night supervisor or a teacher ask them to leave.
6. No breaks.
7. Do not talk on the telephone or talk/text on cell phones during work hours; they are for emergency use only.
8. No food or drink is allowed in work areas.
9. No friends or relatives are allowed in the building while you are working.
10. Injuries on the job, regardless of how minor, must be reported to the head custodian, secretary or principal within 24 hours. Serious accidents should be reported immediately.
11. Office and faculty areas are off limits except to the person cleaning the area.
12. You are not authorized to be in any part of the building other than your assigned area, unless help is needed elsewhere.
13. Employees may not go through staff or custodian's property.
14. No unauthorized equipment is to be used. This includes such things as typewriters, adding machines, tape players, copy machines, TV's, computerized equipment, etc. Failure to follow this rule may be cause for termination.
15. Physical damage to the building, such as broken furniture, broken light fixtures, damage to walls or doors, etc., must be reported to the adult night supervisor or the head custodian.
16. Inform the adult night supervisor or head custodian in the event of accident breakage, such as lamps, machines, pictures, etc.
17. Shortage of supplies should be reported to the adult night supervisor or head custodian.
18. Upon completion of your job, be sure to recheck the area to see that everything is in order. Be sure doors and windows are locked and secured.
19. Negligent or willful damage to school property or waste of school supplies or equipment could result in dismissal from your job.
20. You are responsible for keeping all custodial closets and supply rooms clean and neat.

21. Clocking In/Out on the True Time. Be accurate when clocking your time.
22. You need to use the correct chemicals for the correct job. **Do not mix chemicals. If you do not know something, ASK your supervisor!**
23. You are not allowed to use the custodial or school computers during work hours.
24. I understand and agree that if employed as a part-time employee, the employment will be "at will." That is, either I or Jordan School District may end the employment relationship at any time, for any reason, or for no reason.
25. **Do not spray Chemicals at or on anyone!!** This can be grounds for **termination!!**
26. **Do not Horseplay while working!** This can be grounds for **termination!!**
27. \_\_\_\_\_

#### **Grooming**

As an employee, you represent the school. Follow the Jordan School District dress policy DR301 which states:

- A. "Employees shall maintain standards of personal cleanliness which are conducive to good health and contribute to a pleasant working environment."
- B. "Employees shall be neatly groomed and dressed in clothing which is suited to the day's work."

Failure to observe the above policies and procedures will be justifiable cause for termination.

I have read and understand the above and have received a copy of the same.

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Employee Signature

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Date

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Employee Name (print)

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Trainer Signature

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Date

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Lead or Adult Night Supervisor

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Date

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Head Custodian Signature

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Date

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Principal Signature

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Date