Custodial Service Job Description - Paola Office 2021
Location: 901 N. Pearl Street, Suite 1, Paola, KS

The following tasks to be done twice-a-week:
- Empty all trash cans and take all trash/garbage to dumpster. Replace liners in trash cans.
  (Dumpster is located outside the back door.)
- Restroom - Clean toilet, sink and mirror. Sweep and mop floor. Check and refill soap dispenser,
  paper towels and toilet paper when empty.
- Sweep vinyl floors.
- Vacuum rugs on entry ramp. Sweep ramp, including ledge.
- Vacuum floors in meeting room and conference room.

The following tasks are to be done weekly:
- Mop vinyl floors.
- Vacuum all carpeted areas. Meeting room and conference room should be vacuumed twice a week.
- Vacuum rugs at back door.
- Dust reception area and front counter.
- Disinfect railing on ramp and all door handles/knobs.
- Clean glass in front door/window.

The following tasks are to be done once-a-month or as needed:
- Clean meeting room and conference room table tops. Use all-purpose cleaner and paper towels.
- Wipe down exterior of kitchen appliances and countertops.
- Dust television screen in conference room.

General guidelines:
- Must be at least eighteen (18) years of age.
- No trash cans should be placed on the desks.
- Cleaning of desktops, computers and personal items will be the responsibility of district staff.
- All cleaning supplies shall be returned to the proper shelves in the storage room for safety purposes.
- Chairs should not be placed on table tops while sweeping/mopping the floor.
- K-State Research & Extension, Paola Office, will furnish supplies and equipment. A completed list of needed supplies should be given to the office professionals.
- Work should be done after 4:30 p.m. or before 7:30 a.m. Work shall be done on Wednesday evening and weekends, but with flexibility to work around meeting schedules.
- Services will be paid for once a month. Check will be mailed on the day following the District Board Meeting, usually the first Monday of the month.
- This bid is for contract labor position with no benefits or withholding of taxes/FICA. The District will provide a 1099 for income tax purposes.
- In case of illness or vacation of contractor, the office must be notified and special arrangements made for an alternate cleaning schedule.
- Services may not be sub-contracted.
- One month's notice is required for termination of this contract by either contractor or Extension Service.
- For safety/security purposes, the front door should be locked while work is being done. Minors may not accompany cleaning crew while cleaning is in process.