

RESPONSIBILITY OF CUSTODIANS FOR EXTRACURRICULAR ACTIVITIES

1. The principal is to notify the custodian when he is expected to come back to the school for school related activities such as PTA meetings, school plays, Halloween Carnivals, Christmas programs, or other similar activities; or no-school meetings, programs, dinners, etc. sponsored by civic clubs or other groups. For this extra time custodians are to be paid at an overtime rate. They are expected to open the building 30 minutes before the time for the activity to start, assist the group in charge in every way possible, check the building after the activity is over, close up the building and see that the building is cleaned and ready for use before the opening of school the next school day.
2. The principal will keep a time book which the custodian will initial. All extra time should show the organization for which services were performed.

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