

Bridgeton Public Schools

Job Description

POSITION: Custodian

QUALIFICATIONS:

1. Certification of good health signed by licensed physician.
2. Ability to read basic operating instructions and write reports
3. Demonstrated aptitude for successful completion of the tasks.
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Supervisor of Building and Grounds/Assistant Supervisor of Buildings and Grounds

JOB GOAL: To assist in the maintenance of the school that will provide for a safe, clean, and habitable environment.

PERFORMANCE RESPONSIBILITIES:

1. Complete cleaning schedule for the areas assigned, within the frequency requirements provided. The cleaning schedules for all buildings will be determined by the Supervisor of Building and Grounds and filed in the supervisor's office.
2. Know the schedule for all the assigned areas; look for ways to improve the schedule.
3. Know and have a basic understanding of the chemicals and processes used in the cleaning schedule.
4. Conduct routine tours of the school as assigned in the schedule.
5. Maintain a positive service attitude with all staff and student personnel.
6. Routinely inspect those areas outlined in the schedule for possible personnel and safety hazards and report them to the supervisor or assistant supervisor.
7. Perform such additional duties which may be assigned by the supervisor or assistant supervisor in the support of the assigned schedule.
8. Observe cleaning and maintenance needs for the areas assigned and report the requirements to the supervisor.
9. Remove snow from the areas around the school/building

TERM OF EMPLOYMENT:

12-month. Salary to be determined by the Bridgeton Board of Education

EVALUATION:

Performance will be evaluated in accordance with Board and procedure on the evaluation of staff.

TME/clw

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