Bridgeton Public Schools
Job Description
Revised

POSITION: **Custodian**

QUALIFICATIONS:

1. **Minimum High School Diploma**
2. Ability to read basic operating instructions and write reports.
3. Ability to lift 50 Pounds
4. Demonstrate amplitude for successful completion of tasks.
5. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status

REPORTS TO: **Supervisor of Buildings and Grounds and Assistant Supervisor of Building 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 Buildings 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 areas around the school/building.

TERM OF EMPLOYMENT:	12 Months. Salary to be determined by the Board of Education.
EVALUATION:	Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

TME/clw 8/13
6/15
MT 7/19