



**CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN**  
**TALENT DEVELOPMENT OFFICE**

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## **Custodian I**

### **POSITION SPECIFICATIONS**

#### **REPORTS TO**

Building Principal and Chief Facilities and Special Projects Officer.

#### **PRIMARY FUNCTION**

- Performs general cleaning and maintenance in school building and grounds or in the central offices.
- Maintains equipment in functional condition.
- Provides cleaning and custodial assistance to students, teachers, visitors and others as necessary.
- Performs related duties and general maintenance work.

#### **QUALIFICATION PROFILE**

##### **CERTIFICATION / LICENSE**

Connecticut Motor Vehicle Operator's license.

##### **EDUCATION**

High school diploma or passed the GED and received a high school diploma.

##### **EXPERIENCE**

Previous experience in building and cleaning maintenance desirable.

#### **SKILLS, KNOWLEDGE & ABILITIES**

- Ability to perform work according to standard procedures and schedule set forth by supervisor(s).
- Ability to follow oral or written work orders from supervisor, and to coordinate work with principal and others.
- Ability to describe orally or in writing cleaning, maintenance or repair problems as needed.
- Ability to report work orally or in writing to supervisor as required.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
- Ability to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to add, subtract, multiply and divide all units of measure.
- Ability to lift and carry weights of up to 50 pounds.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.
- Ability to work above ground from ladders and automatic lifts.
- Exposure to cleaning chemicals, solvents and contaminated trash.

#### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

- Checks and secures building at beginning and end of shift.
- Checks heating and cooling equipment to ensure it is working properly and reports any malfunctions to Principal and the Facilities Department.

- Uses appropriate equipment to mix cleaning chemicals according to the manufacturer's recommendations.
- Submits electronic work orders.
- Checks district email account daily.
- Cleans rooms, hallways, cafeterias, restrooms, offices, stairways and other areas of the building according to school district standards.
- Sweeps, mops, buffs, strips and waxes floors.
- Clean rugs, carpets, upholstered furniture and blinds.
- Dusts and cleans furniture and equipment.
- Washes walls, ceilings, woodwork, windows, doors and sills.
- Boards up broken windows.
- Removes graffiti.
- Cleans glass areas.
- Replaces light bulbs.
- Sets up and breaks down chairs, tables and equipment in meeting rooms, and functional rooms.
- Clears snow from entrances and walks. Spreads sand and ice melting chemicals.
- Mows grass and performs other grounds-keeping duties.
- Clears debris and maintains grounds, including shrubs and flowerbeds.
- Receives deliveries and assists in unloading trucks.
- Empties wastebaskets, picks up and removes trash and assists in recycling program.
- Follows all applicable safety rules, procedures and regulations governing the proper use of tools and power equipment used in the performance of duties.
- Wears appropriate safety equipment supplied by the district.
- Must comply with school district's chemical program and follow MSDS sheets.

## ADDITIONAL DUTIES

- Performs general cleaning and repair work, particularly during school vacations.
- Assists parents and other visitors to school buildings with special events and programs.
- Performs other related tasks as assigned by supervisor.

## EQUIPMENT

- Uses hand tools of trade and related power equipment, including brooms, mops, floor cleaning and waxing machines, vacuum cleaners, snow blowers, shovels, power mower and hand tools.
- Safety gear and safety masks.

## TRAVEL REQUIREMENTS

Occasional travel between schools, or between schools and Central Office may be required.

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

Salary and benefits as set forth in the Local 1186 collective bargaining agreement.

### WORK SCHEDULE

Works standard schedule in accordance with the Local 1186 contract, and overtime as needed.

### UNION AFFILIATION

Local 1186, American Federation of State, County and Municipal Employees.

## FUNDING SOURCE

Local budget.

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*Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

**CREATED:** 04/08 JF  
**REVISED:** 09/2019 MF  
**PERSONNEL REVIEW:** 09/23/2019  
**BOARD APPROVED:** 10/08/2019