

PM Custodian

Primary Function

To provide a clean and safe learning environment while maintaining high standards of safety, cleanliness and efficiency.

Organizational Relationships

Reports to the Head Custodian and the Building Principal.

Qualifications

- Graduation from high school or technical school or comparable experience.
- Working knowledge of the methods, tools, mechanical equipment and techniques used in custodial work.
- Working knowledge of occupational hazards, safety precautions and fire and sanitation codes.
- Must be able to lift 75lbs or more without assistance and 100 lbs or more with assistance.
- Ability to physically move about the building including up and down stairs.
- Ability to operate various types of power and hand machinery and tools.
- Ability to understand and effectively carry out oral and written instructions in English.
- Ability to perform assigned daily duties with a minimum of direction.
- Ability to establish and maintain effective public and co-worker relationships.

Performance Responsibilities

1. Maintain building and premises neat and clean at all times.
2. Clean corridors daily.
3. Sweep and vacuum classrooms and teaching stations daily.
4. Mop and disinfect bathroom floors daily.
5. Clean drinking fountains daily.
6. Clean chalkboards and whiteboards at least once per week or more often if requested.
7. Conduct an ongoing program of general maintenance, upkeep and repair.
8. Report damage of school property immediately upon being known.
9. Make minor repairs as directed, report major repairs to the Head Custodian.
10. Comply with local ordinances for storage and disposal of trash, rubbish and waste.
11. Maintain grounds and sidewalks free from rubbish.
12. Regulate HVAC systems for seasonal conditions and to ensure economical usage of utilities.
13. Ensure that door and window systems are functioning properly.
14. Open and secure buildings for after hour usage and provide assistance to groups when needed.
15. Shovel, plow and sand sidewalks as directed.
16. Ensure that all doors and windows are secured and designated lights are turned off.
17. Remain on school premises during assigned shift unless directed otherwise by supervisor.
18. Perform other related duties as assigned by the Building Principal, Director of Operations and Maintenance and/or Head Custodian.

Terms of Employment

260 work days. Salary and work year established by the Board of Education and Support Council.

1. During the school year, PM Custodians work 3:30 p.m. – 11:00 p.m.
2. During Summer, Winter, and Spring Breaks, as well as any emergency school closing days, PM Custodians shift to daytime schedule of 7:00 a.m. – 3:30 p.m.

Evaluation

Performance of this job will be evaluated in accordance with the Support Council Agreement.