

**Derry Cooperative School District #1  
NH School Administrative Unit #10  
18 South Main Street  
Derry, NH 03038**

**EPS Code: GDA**

**DISTRICT CODE**

## **JOB DESCRIPTION**

**Title: Custodian**

**Qualifications:** Knowledge of methods, material and equipment used in custodial activities. Knowledge of basic safety practices related to custodial activities. Understand and follow oral and written instructions.

**Reports to: Building Level: Principal and Team Leader  
District Level: Director and Assistant Director of Maintenance**

**Job goal:** To provide students and staff with a safe, attractive, comfortable, clean, and efficient place in which to learn and work.

### **Performance responsibilities:**

- Under the direction of the custodial supervisor, perform a variety of cleaning and custodial duties including but not limited to cleaning of classrooms, offices, hallways, buildings, and other District facilities
- Clean rooms, lavatories, fountains, corridors, stairways, windows, and other spaces by dusting, sweeping, washing, waxing, and using other approved cleaning techniques
- Attendance and punctuality is an essential function to provide reliable coverage for all District buildings
- Performs trash removal and recycling programs in the District. Haul trash, recyclables, and other materials to an outside dumpster
- Operate equipment provided by the District to properly maintain the buildings and grounds
- Assist in the preparation for special school and outside events, setting up equipment and furniture as needed
- Possess the ability to operate both hand and light duty power equipment
- Perform minor repairs including light bulbs and observe equipment problems and report to maintenance department for repair. This also includes reports of building and grounds repairs
- Remove snow and ice from sidewalks and stairwells as weather dictates
- Learn and maintain cleaning schedules of assigned areas
- Operate various electrical cleaning equipment
- Perform moderate physical labor
- Work effectively without close supervision
- Establish and maintain cooperative working relationships and harmony within the workplace and with those contacted in the course of work
- Perform related duties as assigned by supervisor

**Physical activity requirements:**

LIFT up to 10 pounds: Frequently required  
LIFT 11 to 25 pounds: Frequently required  
LIFT 26 to 50 pounds: Frequently required  
LIFT over 50 pounds: Rarely required, assistance may be available

CARRY up to 10 pounds: Frequently required  
CARRY 11 to 25 pounds: Frequently required  
CARRY 26 to 50 pounds: Occasionally required  
CARRY over 50 pounds: Rarely required, assistance may be available.

REACH above shoulder height: Rarely required  
REACH at shoulder height: Frequently required  
REACH below shoulder height: Frequently required

PUSH/PULL: Frequently required

Terms of employment: 12-month, full time, salary and benefits to be established by the Derry Cooperative School Board.

Evaluation: the Director of Maintenance will evaluate Performance of this job annually with input from Assistant Director of Maintenance, Building Team Leader, and Building Principal.