



JOB DESCRIPTION CUSTODIAN



TYPE OF WORK

Perform routine cleaning, routine maintenance tasks, and securing of various buildings and gates that are the responsibility of the Manchester Board of Education.

EXAMPLES OF WORK

Sweep, mop, strip wax, wash, wax and polish floors, remove stains, wash and vacuum carpet, dust and wash windows, walls, doors, light fixtures and lenses, furnishings, install chair glides - generally maintain furniture, custodial closets and equipment.

Totally clean, wash, disinfect, etc., and restock lavatory and toilet room facilities. Clean spills, vomitus, breakage, graffiti, etc.

Minor repairs and corrections such as replace light switch cover plates, change light bulbs/lamps, secure door hinges and adjust latching. Clean radiators and ventilators, change or clean various filters, (remove and reinstall covers, if necessary). Clean ventilation louvers and diffusers. Assist maintenance personnel in scheduled cleaning of roof drains. Spot painting of small areas.

Receive supplies/materials and deliver as necessary. Move furniture (small in-house moves), set up and tear down for various events.

Clean and maintain the appearance of the boiler room. Keep fuel inventory log. Check water level. Check room temperatures. Complete the "boiler check" log.

Maintain walkways, building entrances and steps (sweep sand, remove snow by shovel or snow thrower, etc).

Mow, rake and otherwise maintain grass within 10' of building and police play areas (pick up broken glass, debris, etc).

Take appropriate measures to safeguard and secure the Board of Education property. Notify supervisor, teacher, principal, police, fire or utility department, whichever is appropriate.

QUALIFICATIONS

Candidate shall (1) be a U.S. Citizen, (2) be a vocational, trade or high school graduate, or have completed the G.E.D., (3) possess a valid driver's license and a clean driving record, (4) have the ability to read and write the English language at the 8th grade level.

Ability and desire to learn total job functions.

Ability to understand and carry out written and verbal instructions.

Physical ability to operate various cleaning and maintenance equipment associated with the custodial assignment.

Ability to lift 50 lbs.

Ability to establish and maintain reasonable relationships with students, professional staff and the general public.

Ability to work when necessary in adverse environmental conditions.

Any changes to the qualifications listed above will apply to new hires. The person currently in this position will be "grandfathered" in regards to the qualifications listed above as of the ratification date of this job description.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Note: This job description is only a guide and not all-inclusive of a custodian's function. Assignments vary and will be specified at each job location.