



## **Job Description** **School Custodian I**

Revision Date: July 1, 2022  
Implementation Date: July 1, 2022  
Approval Date: July 1, 2022  
Location: Elementary Schools, Adult Education, Keigwin, Beman  
Middle School  
Reports to: Custodial Manager

### **Theory of Action for Middletown Public Schools:**

If Middletown believes that every student has the right to quality, student-centered education, THEN adults will cultivate creative, accessible, and innovative structures and opportunities with students, AND every student will demonstrate personalized growth and achieve at high levels to thrive in life.

### **Broad Function:**

- Under the direct supervision of the Custodial Manager, as well as directed by the the building Principal and Director of Facilities as needed, performs general cleaning and maintenance in school building and grounds or in the central offices; maintains equipment in functional condition; and provides cleaning and custodial assistance to students, teachers, visitors and others as necessary.
- Performs related duties and general maintenance work as required.

### **Responsibilities and Duties:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Checks and secures building at beginning and end of shift.
- Checks heating and cooling equipment to ensure it is working properly and reports any issues or malfunctions to the Lead Custodian, Custodial Manager, Director of Facilities, or Principal.
- Notifies Lead Custodian of work orders needed and assists in ensuring completion of the work orders in their assigned area.
- Cleans rooms, hallways, cafeterias, restrooms, offices, stairways, gymnasiums, and other areas of building according to school district standards.
- Sweeps, mops, buffs, strips, and waxes floors.
- Notifies Lead Custodian and/or Custodial Manager if custodial supplies and equipment are needed.
- 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 and notifies the Lead Custodian, Custodial Manager, Director of Facilities, or Principal. of building security issues.
- Removes graffiti and cleans glass areas daily.
- Replaces light bulbs and filters internally.
- Sets up and breaks down chairs, tables and equipment in building rooms, and other areas as needed.
- Clears snow from entrances and walks, and spreads sand and ice melting chemicals.
- Mows grass and performs other grounds-keeping duties.
- Clears debris and maintains grounds, including shrubs and flowerbeds.
- Moves furniture and equipment as directed by the Lead Custodian, Custodial Manager, Director of Facilities, or Principal as needed.
- Receives deliveries and assists in unloading trucks and other areas of the building.
- Completes touch up painting as needed to maintain building appearance.
- Empties wastebaskets; picks up and removes trash and assists in recycling programs.
- Performs general cleaning, and repair work, particularly during school vacations.
- Assists staff, parents and other visitors with special events and programs at assigned school.
- Performs other related tasks as assigned by the Custodial Manager, Director of Facilities, or Principal.

### **Qualifications and Experience:**

- Connecticut Motor Vehicle Operator's license. High school diploma or completion of sufficient education to successfully perform the duties of the position
- Previous experience in building and cleaning maintenance is desirable.

## **Skills and Abilities Required to Perform Essential Job Functions**

- 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 30 pounds.
- Ability to work in poor weather conditions, including heat, cold, rain, or snow.
- Ability to work above ground from ladders and automatic lifts.
- Ability to endure Possible Exposure to cleaning chemicals, solvents and contaminated trash.
- Ability to use hand tools of trade and related power equipment, including but not limited to brooms, mops, floor cleaning and waxing machines, vacuum cleaners, snow blowers, shovels, power mowers and hand tools.

## **Salary & Compensation:**

- AFSCME Local #1467
- Maximus Grade 4

## **Physical and Mental Demands / Work Environment:**

### **Language Ability and Interpersonal Communication**

- Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information.
- Includes the ability to perform subsequent action in relation to these computational operations.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, blueprints, correspondence, work orders, MSDS, and general operating manuals.

- Requires the ability to communicate orally and in writing with the Director of Facilities, Custodial Manager, other maintenance personnel, administrators, principals, teachers, students and the public.

### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

### **Physical Requirements**

- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a custodial and maintenance tools and equipment, grounds maintenance equipment, hand tools, and/or materials used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as operating custodial equipment.
- Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

### **Environmental Adaptability**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as dusts, toxic agents, chemicals, strong odors, or temperature extremes may cause discomfort and pose a limited risk of injury.

### **Disclaimers:**

- The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification. This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

- Connecticut requires that any person (teachers, administrators, special service staff members, teachers' aides, custodians, cafeteria employees, etc.) who is hired by a local or regional board of education submit to a state and national criminal history record check within the first 30 days of the date of employment. The process includes the checking of fingerprints by the State Police Bureau of Identification and the F.B.I. The results of the criminal history record checks (both state and federal) are reported to the employing school district. If the district receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the district shall notify the Bureau of Certification and Professional Development.

### **STATEMENT OF NON-DISCRIMINATION**

The Middletown Board of Education is an affirmative action/equal opportunity employer, and it does not discriminate on the basis of race, color, religious creed, age, marital status, military or veteran status, national origin, ancestry, alienage, sex, gender identity or expression, sexual orientation, disability or pregnancy in any of its education programs, activities, or employment policies. All educational programs and offerings, including vocational education and extracurricular activities, subscribe to this policy. Dr. Jada Waters, Director of Diversity, Equity, and Inclusion, has been designated to handle inquiries regarding the district non-discrimination policies and may be reached at 372 Hunting Hill Avenue, Middletown, CT 06457; phone (860) 638-1469; email [watersj@mpsct.org](mailto:watersj@mpsct.org).