

## **Building-Level Custodian**

**QUALIFICATIONS:**

1. High School Diploma or GED equivalent
2. Ability to communicate well, both orally and written.
3. Good physical condition; i.e., able to stand, lift and stoop for long periods of time and work in poor weather conditions, including heat, cold, rain, or snow.
4. Motor Vehicle Operator's license or ability to provide own transportation.
5. Other requirements as outlined by the Board and by Administration.

**REPORTS TO:** Director and Assistant Director of Central Maintenance

**JOB GOAL:** To maintain school buildings and grounds in orderly, neat, safe and operable conditions.

**TYPICAL DUTIES AND RESPONSIBILITIES:** Such duties and responsibilities as may be assigned, including but not limited to:

1. Follows all applicable safety rules, procedures and regulations governing proper use of tools, power equipment and safety gear.
2. Clears and disposes of trash, cleans bathrooms and floors, washes windows, dusts furniture and fixtures, and related tasks.
3. Inspects equipment and facilities, and recommends repair or replacement action to supervisor.
4. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
5. Ensures daily that all doors and windows are closed and securely locked prior to leaving.
6. Maintains cleaning equipment and ensures scheduled servicing.
7. Obtains equipment, tools and materials required for completion of assigned work.
8. Maintains inventory of supplies, materials, equipment, and fuel, and places orders as needed.
9. Prepares and maintains records to document work and repairs as requested.
10. Performs other tasks, as assigned by the Director of Operation/Maintenance and Head Custodian, as designated by the Superintendent.
11. Demonstrates prompt and regular attendance.
12. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.

**TERMS OF EMPLOYMENT:** As determined by the Board of Trustees. This is an “at-will” position reporting 235 days per year.

**EVALUATION:** Annually.