

SALEM SCHOOL DISTRICT  
Salem, Connecticut  
Job Description

POSITION: LEAD CUSTODIAN

- QUALIFICATIONS:
1. Must possess a High School Diploma or equivalent.
  2. Experience in institutional cleaning is preferred.
  3. Must have three or more years' experience as a school custodian.
  4. Demonstrated ability to read and comply with Safety Data Sheets (SDS).
  5. Demonstrated ability to apply basic mathematical concepts.
  6. Demonstrated ability to lift/carry up to 50 pounds. Manual dexterity and mobility. Considerable reaching, stooping, bending, kneeling, crouching, standing, and working at variable heights.
  7. Positive attitude which includes excellent work habits.
  8. Computer literate.
  9. Reliable transportation is required.
  10. Available to respond to building emergencies.
  11. Ability to work as a member of the custodial team.
  12. Ability to operate power equipment.
  13. Knowledge of boiler and mechanical operations.
  14. Must have the ability to perform repairs/mechanical abilities.

RESPONSIBILITIES:

1. Responsible for the maintenance/cleaning of work areas as assigned; this includes sweeping, mopping, dusting, stripping, waxing, and general cleaning of rooms, bathrooms, and hallways. This also includes spot and project cleaning of walls, windows, light fixtures, vents, etc. May be required to cover other areas in the event of a co-worker's absence.
2. Will provide general cleaning and floor care service using a variety of specialized chemicals and equipment.
3. Responsible for minor repairs to basic school equipment and fixtures.
4. Responsible for the operation and upkeep of department equipment (i.e., buffers, rug machines, vacuums, snow blowers, etc.).
5. Responsible for mowing, trimming, and general landscaping.
6. Responsible for maintenance around the grounds including snow shoveling/removal, dispensing of ice-melt chemicals and sweeping.
7. Responsible for handling deliveries.
8. Responsible for assisting in the set up/breakdown for assemblies, activities, and meetings.
9. Reports student discipline problems, vandalism and other related concerns to the Director of Facilities or the School Administration.
10. Acts responsibly to protect District equipment and property. Takes appropriate action during adverse weather conditions. Responds to building emergencies as requested.
11. Helps manage building security. Takes precautions to ensure building safety for all occupants.
12. Deals with unexpected situations (i.e., ill children, spills, broken glass, etc.)
13. Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
14. Responsible for completion of assigned work orders.
15. Takes the initiative to perform routine tasks independently.
16. Maintains and prepares equipment for storage.
17. Performs grounds keeping duties and inspections.

18. Performs semi-skilled tasks in the repair and maintenance of school facilities and equipment, including rough carpentry, painting, minor plumbing, and electrical repairs as qualified.
19. Inspects safety equipment (i.e., emergency lights, alarm systems, ground fault protectors, etc.) as directed. Anticipates and is prepared for fire, health, and safety inspections.
20. Monitors and inspects HVAC equipment for proper functioning.
21. Monitors building conditions and immediately reports suspected problems or unsafe conditions to the Director of Facilities and School Administration. Maintains clear routes to fire exits.
22. Responsible for additional maintenance and repair work which may be assigned by the Director of Facilities.

#### WORKING CONDITIONS

May be exposed to:

- Hazards from electrical/mechanical power equipment;
- Toxic chemicals;
- Risk of injury from moving parts of equipment;
- Human body fluids;
- Sufficient noise to cause distraction or risk of possible hearing loss, exposure to noisy equipment;
- Hot and humid work environment; and
- Hazards of steam and heat

REPORTS TO: Director of Facilities

This is a twelve month position with salary and benefits as determined by contract negotiations.

BOE Approved: June 14, 2021