

SALEM SCHOOL DISTRICT
Salem, Connecticut
Job Description

POSITION: CUSTODIAN

- QUALIFICATIONS:
1. Must possess a High School Diploma or equivalent.
 2. Experience in institutional cleaning is preferred.
 3. Demonstrated ability to read and comply with Safety Data Sheets (SDS).
 4. Demonstrated ability to apply basic mathematical concepts.
 5. 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.
 6. Positive attitude which includes excellent work habits.
 7. Computer literate.
 8. Reliable transportation is required.
 9. Available to respond to building emergencies.
 10. Ability to work as a member of the custodial team.

RESPONSIBILITIES:

1. Responsible for the maintenance of work areas as assigned; this includes sweeping, mopping, dusting, stripping, waxing, and general cleaning of rooms, bathrooms, and hallways. This 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. 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: July 26, 2002

Revision BOE Approved: May 9, 2011

Revision Approved: June 18, 2012

Revision BOE Approved: June 14, 2021

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