

NIGHT CUSTODIAN Facilities Department ~ Job Description

Statement of Duties

Winnacunnet Cooperative School District provides high school level education to the Communities of Hampton, Hampton Falls, North Hampton and Seabrook. The Winnacunnet High School is located in Hampton, New Hampshire on a 54 acre campus with four educational buildings, one office building with associated out buildings and amenities. The Night Custodian performs responsible building cleaning duties; all other related work as required, to provide students and staff with safe, attractive, comfortable, clean and efficient facilities in which to learn and teach.

Supervision

Incumbent in this position performs repetitive manual duties under the general supervision of the Lead Custodian. Most work is performed independently but employee must consult with superior on any unusual or new work assignments. Supervisor usually evaluates work while in progress or upon completion. Safety precautions must be observed at all times. The incumbent is required to recognize instances which are out of the ordinary and which do not fall within existing instructions; the incumbent is then expected to seek advice and further instructions from supervisor. Incumbent is expected to work outside of normal business hours and to work on weekends in response to emergency situations or other needs. May be contacted at home at any time.

Incumbent does not have access to confidential information except that related to his or hers confidential employee matters.

Job Environment

Most custodial duties are repetitive and routine in nature but there are variations due to the type of overall work involved. Most work is standardized, in instances where it is not, employee looks to supervisor for guidance. Incumbent is required to follow standard cleaning and maintenance procedures. Normally the sequence of steps to be followed is within the discretion of the incumbent unless the supervisor directs otherwise.

Errors could result in delays or loss of service, personal injury, monetary loss, injuries to other employees, damages to buildings and/or equipment and legal, liability issues for the school.

The incumbent has seldom contact with the public. Daily contact with supervisor for the purpose of receiving orders and exchanging information and views about departmental matters. Other contacts are with school staff necessary to accomplish work responsibilities. Contact is usually in person.

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Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Empties trash in classrooms, offices, hallways and bathrooms.
2. Vacuums classrooms, offices and other areas within the school.
3. Washes and dry mops classrooms, hallway floors, bathrooms, office and other public areas.
4. Polish woodwork in offices and strips, washes, waxes and buffs floors as required.
5. Sweeps all floors and stairways.
6. Dusts pictures in hallways, classrooms and offices.
7. Washes windows and glass doors.
8. Stocks bathrooms with necessary supplies and paper goods.
9. Secure and lock school buildings and recycling containers at the end of business day.
10. Assists in moving heavy objects such as: furniture and equipment for meetings, workshops and a variety of other purposes.
11. Continually improve your technical expertise in work procedures and practices.
12. Attend in service training for custodial service employees as required for continued employment.
13. Requisition custodial supplies as necessary to keep a minimal amount on site.
14. Complete "Requests for Repairs or Construction Work" form for maintenance repairs and submit to Lead Custodian and/or Director of Facilities.
15. Clean mechanical rooms, air handler rooms, pipe chases etc. after the maintenance personnel have them cleaned. Keep them free of stored boxes, furniture, etc.
16. Clean HVAC grills and diffusers.
17. Replace light switch covers and outlet covers.
18. Replace all burned out lights.
19. Performs winter operations such as snow shoveling, scraping ice, treating walks and stairs.
20. Maybe required to work athletic events or other school activities inside or out, work may include setup, take down, field striping, raking, cleanup, trash removal and etc.
21. Set an example for the other custodians in regard to neatness of appearance, friendly relations with other school employees, courtesy to the public, and in devotion to the job.
22. Perform all other duties and responsibilities assigned by the Lead Custodian and/or Director of Facilities.

Recommended Minimum Qualifications

Education and Experience: An incumbent for this position needs to be a high school graduate, or have G.E.D., apprenticeship or have appropriate experience and be able to read, write and make arithmetical computations. Some experience as a school custodian, or the equivalent in custodial service at other institutions and firms.

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Knowledge, Ability and Skill

Knowledge: Basic knowledge of methods, materials and equipment used in custodial maintenance work; use of power and hand tools used in maintaining buildings and grounds.

Ability: Ability to read, understand and follow written and oral instructions; be thorough and dependable and complete work in a timely and efficient manner. Carry out details of work without close supervision; establish and maintain effective working relationships with other employees, public officials and the general public.

Skill: Skill in use of power and hand cleaning tools.

Physical Requirements

The work environment is varied and is characterized by loud noise. Up to 2/3 of the work could be performed outdoors under varying weather conditions. There is regular need to work in high places, work with toxic or caustic chemicals and to be exposed to fumes or airborne particles, extremes in temperature, explosives and vibrations. There is more regular risk of electrical shock and work near moving mechanical parts. Up to 1/3 of the time is spent sitting, standing, stopping, or smelling. More than 2/3 of the time is spent climbing or reaching with hands or arms walking, talking, listening or using hands to finger, handle or feel. There is frequent lifting up to 60 lbs., occasional lifting up to 100 lbs. or more. Specific vision abilities include close, distance, color and peripheral and depth vision. Equipment used includes light trucks, telephones, personal computers, and pneumatic tools, power and hand tools. The compactness of space and accessibility could cause inconveniences and stress at times. Safety hazards are present and must be avoided.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be established by the School Board.

Non-Exempt classification.

PAY RANGE & BENEFITS: 13-14 Pay Range \$15.92 to \$16.72; Benefits include medical, dental, life/LTD insurance, vacation and sick leave accruals, NH Retirement participation.

HOURS OF WORK: Shall be a forty (40) hour work week. Assigned hours will vary depending on the school's schedule and needs. However, a typical shift starts at the end of the school Monday through Friday.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the School Board's policy.

EVALUATED BY: Night Supervisor and Director of Facilities.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

PHYSICAL ACTIVITY REQUIREMENTS – WHS FACILITIES - CUSTODIAN			
LIFT up to 10 lbs.	frequently	TWISTING	frequently
LIFT 11 to 25 lbs.	frequently	TWISTING	frequently
LIFT 26 TO 50 lbs.	occasionally	CRAWLING	occasionally

LIFT over 50 lbs.	rarely	SQUATTING	frequently
		KNEELING	frequently
CARRY up to 10 lbs.	frequently	CROUCHING	occasionally
CARRY 11 to 25 lbs.	frequently	CLIMBING	occasionally
CARRY 26 TO 50 lbs.	occasionally	BALANCING	occasionally
CARRY over 50 lbs.	rarely		
		WORK SURFACES:	
REACH above shoulder height	frequently	Desk, table top, carpeted & tile floors, ladder, asphalt, gravel, dirt, grass	
REACH at shoulder height	frequently		
REACH below shoulder height	frequently	SUMMARY OF OCCUPATIONAL EXPOSURES:	
		School facility environment. Electric/phone closets; running cable (ceiling tiles) Cleaning chemicals; asbestos floor tiles.	
PUSH/PULL	occasionally		
		CONTROLS AND EQUIPMENT USED:	
HAND MANIPULATION:		Office equipment, computer, phone, cable/electric test equipment & small hand tools	
GRASPING	constantly		
HANDLING	constantly	OTHER CONSIDERATIONS AND REQUIREMENTS:	
TORQUING	occasionally	Valid driver's license and ability to drive required for travel outside office.	
FINGERING	occasionally		
DURING THE AVERAGE WORKDAY, EMPLOYEE IS REQUIRED TO:			
SIT:	CONSECUTIVE HOURS:	1	TOTAL HOURS: 1
STAND:	CONSECUTIVE HOURS:	7	TOTAL HOURS: 7
WALK:	CONSECUTIVE HOURS:	2	TOTAL HOURS: 3
COGNITIVE AND SENSORY REQUIREMENTS:			
TALKING:	required		
HEARING:	required		
SIGHT:	required		
TASTING & SMELLING:	required		