



**THOMASTON BOARD OF EDUCATION**  
**Thomaston, Connecticut**

**Position Description**

<b>JOB TITLE:</b>	<b>Summer Custodial Worker (Temporary – 250 Hours)</b>
<b>DEPARTMENT/SCHOOL:</b>	<b>Thomaston High School</b>
<b>REPORTS TO:</b>	<b>Principal and/or Custodian I</b>

**POSITION SUMMARY/PURPOSE:**

This position reports to the Principal and/or Custodian I (Head Custodian) and performs general cleaning and maintenance in school buildings and grounds. This position will provide custodial assistance to staff, visitors, and others as necessary.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES:**

- Cleans rooms, hallways, cafeterias, restrooms, offices, stairways, and other areas of the building according to school district standards.
- Sweeps, mops, buffs, strips, and waxes floors.
- Cleans rugs, carpets, upholstered furniture and blinds.
- Washes walls, ceilings, woodwork, windows, doors, and sills.
- Removes graffiti, cleans glass areas.
- Replaces light bulbs.
- Sets up and breaks down chairs tables and equipment in meeting rooms, and functional rooms.
- Mows grass and performs other grounds-keeping duties.
- Clears debris and maintains grounds, including shrubs and flowerbeds.
- Receives deliveries and assists in unloading trucks and storing supplies.
- Delivers supplies and materials to classrooms, bathrooms and other areas of the building.
- Empties wastebaskets; picks up and removes trash and assists in recycling program.

**ADDITIONAL DUTIES:**

- Other duties as assigned by district/school administrators.

*Note: the above description is not meant to be inclusive of every task or responsibility.*

**EQUIPMENT:**

- Uses hand tools of trade and related power equipment, including brooms, mops, floor cleaning and waxing machines, vacuum cleaners, snow blowers, power mower and hand tools.

**TRAVEL:**

- Occasional travel between schools or between schools and central office may be required.

**WORK SCHEDULE:**

- As scheduled by Principal or Custodian I.

**SKILLS, KNOWLEDGE, ABILITIES:**

- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others.

**PHYSICAL AND MENTAL DEMANDS/WORK HAZARDS:**

- Works in standard school building environment.
- Work outdoors in inclement weather conditions.
- Potential exposure to cleaning chemicals, solvents and contaminated trash, grasses, pollens, etc.
- Follows all applicable safety rules, procedures and regulations governing the proper use of tools and power equipment used in the performance of duties.
- Must wears appropriate safety gear, including masks.
- Must comply with Occupational Safety and Health Administration's (OSHA), Hazard Communication Standard Material Safety Data Sheet (MSDS) procedures.

**QUALIFICATIONS PROFILE:**

- Education:
  - High school diploma or equivalent.
- Experience:
  - Previous experience in building and cleaning maintenance desirable.

**DISCLAIMER:**

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

*Revised: March 2017*

*Board Approved March 2017*

FLSA Status: Non-Exempt