



THOMASTON BOARD OF EDUCATION
Thomaston, Connecticut

Position Description

JOB TITLE:	Custodian II
DEPARTMENT/SCHOOL:	As Assigned
REPORTS TO:	Principal and Custodian I

POSITION SUMMARY/PURPOSE:

This position is responsible for general cleaning and maintenance in school buildings and grounds, maintenance of equipment, and custodial assistance to teachers, visitors and others as necessary.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

- Checks and secures building at beginning and end of shift.
- Cleans rooms, hallways, cafeterias, restrooms, offices, stairways, and other areas of 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.
- Clears snow from entrances and walks and spreads sand and ice melting chemicals.
- 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 offices, classrooms, bathrooms and other building areas.
- 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:

- Standard office and school equipment.
- Hand tools and related power equipment.

TRAVEL:

- Travel to school district buildings as required

WORK SCHEDULE:

- As scheduled by Principal or Custodian I.

SKILLS, KNOWLEDGE, ABILITIES:

- Ability to follow oral or written work orders from supervisor, and to coordinate work with principal and others.
- Ability to describe orally or in writing cleaning, maintenance or repair problems as needed.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
- Ability to add, subtract, multiply and divide all units of measure.
- Ability to work in poor weather conditions, including heat, cold, rain, or snow.
- Ability to work above ground from ladders and automatic lifts.
- Ability to perform work according to standard procedures and schedule set by supervisor(s).

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:

- **License or Certificate:**
 - Connecticut Motor Vehicle Operator's license.
- **Education:**
 - High School Diploma or completion of sufficient education to successfully perform the duties of the position.
- **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: January 2017

FLSA Status: Non-Exempt