

**TITLE:** Custodian

**QUALIFICATIONS:**

1. Demonstrates aptitude or competence for assigned responsibilities and the ability to follow directions;
2. The ability to lift up to sixty (60) pounds;
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:**

Director of Facilities, Building Principal and Head Custodian

**EVALUATED BY:**

Director of Facilities

**PERFORMANCE RESPONSIBILITIES:**

- ◆ Keeps building and premises, including sidewalks, neat and clean at all times, as scheduled by the head custodian;
- ◆ Monitors heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity. If adjustments are necessary, report to the lead or head custodian or the maintenance worker assigned to the building;
- ◆ Uses snow blower, shovel and/or sands walks and steps to entrances and exits as needed;
- ◆ Checks daily to insure that all exit doors are open, as appropriate, and all panic bolts are working properly. If not working properly, report to the head custodian or maintenance worker;
- ◆ Dust mops floors daily and damp mops classroom floors daily. Dust furniture as needed;
- ◆ Dust mops corridors after school each day and during the day when their condition requires it. Wash corridors daily;
- ◆ Buffs corridors (high speed) at least one time each week;
- ◆ Daily cleans and disinfects all lavatory fixtures (sinks, bowls and urinals) and refills dispensers and paper towels as needed;
- ◆ Cleans and damp mops (using disinfectant cleaner) lavatory floors daily;
- ◆ Cleans and disinfects drinking fountains daily;
- ◆ Washes all windows on the inside and outside at least once each year, and more frequently if necessary;
- ◆ Keeps the grounds immediately adjacent to the building free from rubbish, as required, by the head custodian;
- ◆ Raises United States flag in the mornings and lowers the United States flag after dismissal of students;

- ◆ Performs such yard-keeping chores as grass cutting, tree and shrub trimming, raking and the like, to maintain the school grounds in a safe and attractive condition;
- ◆ Keeps all floors in a clean and attractive condition and in a good state of preservation;
- ◆ Vacuums carpets daily;
- ◆ Cleans chalkboards/whiteboards at least once each summer and chalk trays/pen trays as needed;
- ◆ Makes minor building and custodial equipment repairs as assigned by the head custodian;
- ◆ Reports promptly major repairs to the lead and/or head custodian;
- ◆ Reports immediately to the lead and/or head custodian any damage to school property;
- ◆ Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and the custodian's attendance required;
- ◆ Assumes responsibility for the opening and closing as appropriate, of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off;
- ◆ Monitors security system in building and makes certain that it is activated before leaving the building, in the absence of the lead and head custodian;
- ◆ Moves furniture or equipment within the building as required for various activities and as directed by the principal, lead and/or head custodian;
- ◆ Complies with local laws and procedures for recycling, storage and disposal of trash, rubbish and waste;
- ◆ Inspects, cleans or replaces filters in uni-vent heaters and oil motors as required on a quarterly basis as assigned by the head custodian;
- ◆ Receives and distributes supplies on an as needed basis;
- ◆ Performs painting projects as assigned by the head custodian and/or principal;
- ◆ Replaces burned out light bulbs throughout the school;
- ◆ Maintains positive relationships with co-workers, school administration, teachers and other staff, as well as other groups using the school such as Town Recreation Department, PTO, parents and the like;
- ◆ Performs all other custodial functions as assigned by the head custodian and/or principal.

September 2016