

TITLE: CUSTODIAN I

QUALIFICATIONS: Not less than four (4) years experience in building maintenance or cleaning work as a building custodian OR, in lieu thereof, an equivalent combination of experience and training.

Knowledge of materials and methods used in cleaning and the use of manual and power-driven cleaning and polishing equipment; ability to use tools and mechanical equipment used in making minor building repairs; ability to follow oral and written instructions; ability to get along well with children; ability to perform moderately heavy manual work; ability to enforce regulations firmly but courteously.

REPORTS TO: Maintenance Supervisor or administrative official, as directed.

SUPERVISES: May supervise one or two custodians.

JOB GOAL: Has responsibility for the maintenance and physical condition of a school or other buildings, grounds, and equipment.

PERFORMANCE RESPONSIBILITIES:

- Cleans, sweeps, dusts, mops, scrubs, and waxes interior walls and floors.
- Washes windows.
- Polishes metal and wood.
- Collects and disposes of rubbish.
- Tends grounds.
- Locks and unlocks premises.
- Moves furniture.
- Performs odd simple repair work.
- May sand and finish floors.
- May spot patch walls and woodwork and paint offices, lounges, etc.
- Sets up tables and chairs for activities requiring such.
- May assist in supervision of social and recreational activities and act as traffic officer at school crossings.
- Does minor preventive maintenance inside and outside of buildings.
- May drive, clean, and perform minor preventive maintenance on power mowers, snow blows, and similar equipment.
- Is responsible for minor repairs and condition of building.
- Performs other related work, as required.

TERMS OF EMPLOYMENT: Twelve-month year