JOB DESCRIPTION
RELIEF CUSTODIAN
PLANT OPERATIONS

JOB DESCRIPTION CREATION / REVISION DATE: 8/1/18

POSITION TITLE: Relief Custodian – Grade 7 / Classification 74

DEPARTMENT: Plant Operations

REPORTS TO: Coordinator of Custodial Services

SUPERVISES: N/A

POSITION GOAL(S):
Assist in the day-to-day operations of the assigned building under the supervision of the Building Administrator and the Coordinator of Custodial Services. This position is responsible for overseeing the daily operation of equipment and mechanical systems, clearly communicating operational problems above their level of expertise to the appropriate supervisor. Maintains a clean and properly functioning building throughout the school day, providing staff and students with a safe, clean and comfortable learning environment.

JOB DUTIES / ACCOUNTABILITIES:
1. Custodial duties, including, but not limited to, mopping, sweeping, floor stripping and waxing, carpet cleaning, restroom cleaning and maintenance, ceiling tile and light replacement, univent and filter changes, furniture repair and assembly/adjustment, minor painting, trash removal, graffiti removal, daily and special event set ups, daily breakfast and lunch program set up and clean up.
2. Responsible to check and log building systems daily and notify Elementary Maintenance Technicians, Head Custodians and/or Plant Operations of problems.
3. Responsible for completing daily/weekly/monthly inspections of mobile classrooms, fire and security alarms, playgrounds, roofs, back-up generators, boilers and completing appropriate paperwork and other like work.
4. Maintains a status of “On Call” for building emergencies, break-ins, fire, and security alarms. When contacted, assesses and takes appropriate measures to deem the building secure and operational, notifying/updating appropriate staff of ongoing status of situation.
5. Maintains inventory and orders supplies as needed.
6. Responsible for initiating, monitoring, and completing work orders and supervisor requests through computerized work order and email systems.
7. Assumes general responsibility for building maintenance and cleanliness, notifying Head Custodian and/or Plant Operations of major problems.
8. Assists Elementary Maintenance Technicians and Maintenance and Grounds staff, as needed.
9. Works as a team member with contract cleaners/supervisors and Head Custodians/Maintenance Staff to ensure building needs are met.
10. Grounds upkeep, including snow removal and salting, playground, and landscape maintenance.
11. Responsible for snow and ice removal before and after hours during the winter months.
12. Performs other duties as assigned.

EXPERIENCE / KNOWLEDGE:
1. Basic computer knowledge.
2. Ability to operate industrial-rated cleaning equipment.
3. One year experience in custodial related duties.

EDUCATION:
1. High School Diploma or equivalent, required.

PHYSICAL DEMANDS:
1. Ability to sit, stand, kneel, stoop, climb stairs, and walk for extended periods of time.
2. Must be able to lift up to 75 pounds with proper technique.
3. Ability to safely work on ladders.

TERMS OF EMPLOYMENT:
This is a 12-month ESSO position. Salary and benefits as established by the Board of Education. Flexible hours/OT may be necessary.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of ESSO personnel.

Employee Signature: ________________________________    Date: _____________
Supervisor Signature: ________________________________    Date: _____________