

*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

## JOB DESCRIPTION

<b>Position:</b>	Custodian
<b>Reports to:</b>	Facilities & Special Projects Supervisor
<b>Employment Status:</b>	Regular/Full-time
<b>FLSA Status:</b>	Non-Exempt
<b>Description:</b>	Assist in the efficient operation of the school building by maintaining the building and grounds in a condition of excellence to ensure that students, staff, and visitors receive maximum benefit of the facilities
<b>NOTE:</b>	The below lists are not ranked in order of importance



### Essential Functions:

- Perform cleaning duties including removing trash and cleaning and/or sanitizing of all location's facilities, including but not limited to classrooms, restrooms, hallways, stairwells, common areas, offices, cafeterias, gymnasiums, media centers, locker rooms, auditoriums, stages, and custodial offices/storage areas. Secure interior doors and turn out lights
- Assists with staff, public, students, teachers, and community groups using the building during assigned shift. May perform set up and tear down of audio visual equipment, assisting users on setting up and testing equipment, training users as needed, and troubleshooting any audio visual problems to ensure functionality Answer questions, responds to requests, and/or directs individuals to appropriate individuals or building areas
- Assists with building operation for building use and events, including setting up, cleaning up, locking/unlocking areas for access and supporting individuals using building areas
- May perform building and site safety and operational checks, including inspecting for hazards graffiti and vandalism. Respond to fire alarms and burglar alarms, Report findings to supervisor
- Assist with moving, edging, tree trimming, removing snow, ice, and gravel and cleaning outside windows, doors, and lighting.
- Communicate with supervisor about issues and needs for department either verbally or written communication log
- Perform season, summer and project cleaning as planned and assigned by supervisor. Perform other job related duties assigned
- Maintain the strictest confidence concerning personnel, students and operational concerns of the district
- Promote good public relations by personal appearance, attitude and conversation
- Report all cases of suspected child abuse to appropriate school personnel and proper government authority

### Other Duties and Responsibilities:

- Serve as a role model for students and staff
- Exercise care and safety in use of all cleaning supplies and equipment
- Establish and maintain effective working relationships with other employees and building staff
- Interact in a positive manner with staff, students, and parents
- Respond to routine questions and requests in an appropriate and timely manner
- Maintain a level of approachability by administration and staff
- Perform other related duties as assigned by the building administrator and/or Facilities and Special Projects Supervisor

### Qualifications/Certificates:

- High School Diploma or Equivalent
- Experience in general cleaning, chemical handling and/or customer service preferred
- Alternative to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

- Must possess and maintain a Connecticut driver’s license.

**Required Knowledge, Skills, and Abilities:**

- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Ability to read and understand verbal and written instructions, warnings and labels
- Ability to work quickly and efficiently
- Knowledge of proper safety procedures for storage and care of chemicals
- Knowledge of proper use of sweepers, vacuum machines, mops and other custodial equipment
- Ability to work independently and/or team environment
- Ability to maintain simple records and make reports

**Additional Working Conditions:**

- Interaction among children
- Operation of equipment outside under unfavorable weather conditions
- Occasional requirement to work near moving mechanical parts
- Occasional pushing and/or pulling mobile equipment to a maximum of 300 pounds
- Occasional excessive standing to perform repairs
- Occasional requirement to walk in excess of 2 miles per day
- Frequent climbing of stairs and/or ladders
- Frequent exposure to loud noises, e.g., power tools, vacuum
- Repetitive hand motion, e.g., waxing, mopping, sweeping, washing
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Occasional need to work overtime
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 50 pounds

**Equipment Operated:**

Power/Hand Tools	Ladder	Snow Removal Equipment	Power washer
Air Compressor	Landscaping Equipment	Other relevant equipment/technology	

**Required Testing**

Physical Exam (post offer)

**Continuing Educ./Training**

Safety and AHERA (annually)

**Clearances**

Fingerprint/Background

**Evaluation:**

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date