

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Custodian

QUALIFICATIONS:

1. **Education/Certification:** High School diploma, or equivalent. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:** Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below; good work habits; dependability and ability to work without supervision; ability to maintain positive relations with students, school and town personnel, supervisors and citizens at all times; knowledge of chemicals, asbestos management, Safety and Material Safety Data Sheets. Demonstrated aptitude for, or competence in the areas listed under responsibilities. A positive attitude is expected at all times. Employees are expected to be flexible and work as a team member. Such alternatives as the Administration may find appropriate and acceptable.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Head Building Custodian

JOB GOAL: To provide all students, and the community at large, with a safe, secure, clean, attractive, comfortable and efficient environment in which to learn, play and engage in personal growth and development.

PERFORMANCE RESPONSIBILITIES:

Custodial responsibilities shall include, but not be limited to, the following as requested and/or directed:

1. Keeps building neat and clean at all times
2. Empties trash in classrooms, bathrooms and all baskets daily
3. Vacuums/dry mops all floors and stairs daily
4. Washes classroom, hallways bathroom floors daily, and stairs as needed
5. Cleans sinks and toilets in bathrooms daily and sinks in classrooms as needed
6. Cleans drinking fountains daily
7. Replenishes soap and paper in all dispensers as needed
8. Vacuums all classrooms thoroughly at least weekly
9. Cleans locker tops weekly
10. Removes fingerprints and marks from walls
11. Burnishes hall twice a week
12. Scrubs, strips, waxes and polishes floors using heavy powered scrubber and buffers as directed at least weekly
13. Cleans and dusts furniture, exhibit cases, pictures, door trim and whiteboards at least weekly

Custodian Job Description (continued)

14. Washes glass in doors and windows at least weekly
15. Replaces light bulbs as needed
16. Helps set up and cleans up after activities in building
17. Assumes responsibility for the opening and/or closing of the building each day and for ensuring security of the building through inspection prior to leaving, checking to verify that all windows and doors are closed and locked.
18. Reports any condition of the facilities that is not safe or functioning as designed to his or her supervisor
19. Moves furniture or equipment within the building as required or directed
20. Performs other tasks as may be assigned by custodial supervisor or administrator

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year in accordance with recommendations established by the Superintendent of Schools and District Business Manager.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, evaluating, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting

Physical Demands: climbing a ladder, adjusting, connecting, painting, lifting up to fifty pounds, pulling, writing, and operating equipment

Environmental Conditions: outside, inside, slippery surfaces, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: June 12, 2007

Revised: November 3, 2009