

## CAPE ELIZABETH SCHOOL DEPARTMENT

### Job Description

**TITLE: Head Building Custodian**

#### **QUALIFICATIONS:**

1. **Education/Certification:** High School diploma, or equivalent, post secondary training desirable. 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; ability to maintain positive relations with custodial staff, students, administrators, school and town personnel, and citizens at all times; knowledge of chemicals, asbestos management, safety and Material Safety Data Sheets. Demonstrated aptitude or competence in supervision, organization, training of employees, and appropriate use of cleaning products. A positive attitude is expected at all times. Employees are expected to be flexible and work as a team member. Such alternatives to the above qualifications as the Administration may find appropriate and acceptable.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

**REPORTS TO:** Custodial Administrator

**JOB GOAL:** To maintain the physical school/town facilities in a condition of operating excellence, cleanliness, and safety, so that full and appropriate use of them may be made at all times.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Performs all duties of a Custodian.
2. Oversees daily cleaning of assigned building.
3. Supervise and enforce cleaning assignments and responsibilities within assigned building.
4. Responsible for building and event setups and cleanups.
5. Nightly security check of building.
6. Report any and all issues and concerns to Custodial Administrator as they arise.
7. Oversees summer cleaning of building.
8. Meets 3 times per week with Custodial Administrator.
9. Receives calls for absence and secures substitutes.

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**Head Building Custodian (continued)**

10. Refers equipment maintenance and repairs to maintenance department and/or receives approval from Custodial Administrator for outside repair.
11. Requisitions supplies from Custodial Administrator as needed.
12. Responsible for assigning coverage for weekend events.

**WORKING CONDITIONS:**

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

**Physical Demands:** adjusting, connecting, painting, lifting to 50 lbs., pulling, climbing stairs, writing, and operating equipment

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

**TERMS OF EMPLOYMENT:**

Twelve-month year. Compensation in accordance with recommendations established by the Superintendent of Schools and School Business Manager.

**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