

EASTFORD ELEMENTARY SCHOOL

JOB TITLE: Custodian

REPORTS TO: Principal and Superintendent

QUALIFICATIONS:

1. Certification of good health as attested by a licensed physician
2. Ability to follow operating instructions and write reports
3. Ability to follow directions and to successfully complete assigned tasks
4. Experience as a custodian desired
5. Such alternatives to above qualifications as may be acceptable to the Board of Education

JOB GOAL: Maintain the building and grounds in such a manner as to provide students and teachers with a clean, attractive, and safe physical plant.

PERFORMANCE RESPONSIBILITIES:

1. Accepts responsibility for the security of the building which includes keeping outside doors locked.
2. Accepts responsibility for all tasks scheduled by the principal and superintendent.
3. Recognizes and acts upon any building and grounds conditions that compromise the health and/or safety of students and staff
4. Takes responsibility for the general care and upkeep of the school building and grounds.
5. Performs emergency repairs and cleaning as required.
6. Keeps the Principal and Superintendent informed of the condition of the physical plant and grounds.
7. Is proactive in the upkeep and maintenance of the building.
8. Maintains records of annual inspections of fire alarm system, fire extinguishers, heating system, water supply system, asbestos, elevator and any other mechanical and/or electrical systems, as required by regulation.
9. Maintains up-to-date knowledge of all cleaning supplies and other chemicals routinely used in building custodial services, utilizes proper safety precautions in working with them, and safeguards them to prevent access of unauthorized persons.
10. Participates in training programs to secure initial and/or continuing certification as required by State and Federal regulations.
11. Sweeps, mops, or vacuums areas of the building as scheduled.
12. Cleans corridors and other assigned areas as scheduled.
13. Scrubs and disinfects toilets and other sanitary fixtures as scheduled.
14. Empties wastebaskets and removes rubbish as directed.
15. Makes minor repairs as required and/or directed.
16. Assumes responsibility for opening and closing of the school building as directed.
17. Moves furniture or equipment within the building and on school grounds as required.
18. Mows lawns and trims hedges as directed.
19. Operates and maintains heating, water, and all other building systems.

20. Shovels, plows and sands walks, driveways, parking areas, and steps as appropriate; performs emergency snow removal as required.
21. Is available when called to make emergency building checks during non-school hours.
22. Has ability and willingness to lift and/or move heavy school supplies and/or equipment.
23. Reports all major repairs needs to the office staff in a prompt fashion.
24. Washes all windows at least twice each year, more frequently if necessary.
25. Performs other appropriate duties as assigned, consistent with the job goal.

TERMS OF EMPLOYMENT: Twelve month year with wages and benefits established by the Board of Education.

EVALUATION: Job performance will be evaluated annually by the Principal