

EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

CUSTODIAN

QUALIFICATIONS:

1. Black seal license preferred.
2. Sufficient strength, agility, and dexterity to perform required tasks.
3. Knowledge of methods, materials, and equipment used in custodial work.
4. Demonstrated aptitude or competence for assigned responsibilities.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO:

Director of Buildings and Grounds or his designee

JOB GOALS:

To provide students, staff and community members with a safe, attractive, comfortable, clean, and efficient place in which to learn, play and develop.

PERFORMANCE RESPONSIBILITIES:

1. Possesses and demonstrates the knowledge, skills, and abilities required to perform cleaning and custodial tasks.
2. Plans and prepares for assignments to ensure effective and efficient completion.
3. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
4. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
5. Assist in snow removal, shovels, plows, and/or sands walks, driveways, parking areas, and steps, as appropriate.
6. Checks daily to insure that all doors, locks and panic bolts are working properly during the hours of building operation.
7. Raises the United States flag at or before 8:00 a.m. on each school day, and lower it at or after 3:30 p.m.
8. Sweeps classrooms daily, dusts furniture, cleans all chalkboards, whiteboards and other teaching equipment.
9. Cleans corridors after school each day, and during the day when their condition requires it.
10. Scrubs fixtures, disinfect toilet floors daily, empties and sanitizes all receptacles, fixtures, and drinking fountains on a daily.
11. Washes all windows on both the inside and outside at least twice each year and more frequently if necessary.

12. Keeps the grounds free from rubbish.
13. Performs such yard keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition.
14. Keeps all floors in a clean and attractive condition and in a good state of preservation.
15. Makes minor building repairs.
16. Performs a variety of room arranging, equipment and furniture transporting, and storage and delivery tasks in the school.
17. Moves furniture or equipment within buildings as required for various activities and as directed by the principal, the Director of Buildings & Grounds, or his designee.
18. Reports major repairs needed promptly to the Director of Buildings & Grounds or his designee.
19. Reports immediately to the Director of Buildings & Grounds or his designee any damage to school property.
20. Remains on school premises during school hours, and during nonschool hours when the use of the building has been authorized and their attendance required by the Director of Buildings & Grounds, or his designee.
21. Assumes responsibility for the opening and closing of the building each school day and determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
22. Assumes responsibility for the general fire safety of the building.
23. Demonstrates human relations and communication skills.
24. Conducts an ongoing program of general maintenance, upkeep, and repair.
25. Complies with local laws and procedures for the storage and disposal of trash, waste, and recyclables.
26. Performs other miscellaneous duties as requested of Director or Supervisor.

TERMS OF EMPLOYMENT:

10, 11, or 12 month year – salary and work year to be established by the Board of Education

ANNUAL SALARY:

To be established by the Board of Education, in accordance with EEA/BOE bargaining agreement

EVALUATION:

This position will be evaluated by the Director of Buildings & Grounds in accordance with Board policies.

APPROVED:

January 18, 2017