

ROLE DESCRIPTION CUSTODIAN

TITLE: Custodian

QUALIFICATIONS:

1. High School Diploma or equivalent preferred.

REPORTS TO:

Director of Maintenance, Assistant Director of Maintenance, Head Custodian

JOB GOAL:

To maintain a quality environment, to promote safety, security, and excellence in standards for the daily operation of an educational facility.

PERFORMANCE RESPONSIBILITIES:

A. MAINTAIN THE HIGHEST STANDARD OF CLEANLINESS AND SAFETY:

1. Work with and around staff and students, and maintain a harmonious relationship with co-workers, administration, staff and students.
2. Wash, apply finish, and buff or wet/dry mop floors in halls and classrooms.
3. Vacuum and clean carpets.
4. Clean and maintain bathrooms.
5. Move, clean, and dust furniture.
6. Clean walls and windows.
7. Maintain effective lighting throughout the building.
8. Load and unload trucks of stock and supplies, delivering stock and supplies to designated areas of building.
9. Set up and breakdown chairs, tables, staging, etc. when necessary for all functions, during and after school.
10. Empty trash daily.
11. Maintain walkways outside buildings, keeping them free of debris and/or snow.
12. Understand and carry out routine oral and written instructions.
13. Unlock and secure doors and windows in building.
14. Maintain safe area within and around the building by removing hazardous debris.

B. EQUIPMENT OPERATION AND SAFETY/SECURITY:

1. Operate heavy-duty scrubbing, buffing, shampooing, vacuuming, and wet/dry pickup equipment.
2. Perform preventative maintenance on cleaning equipment.
3. Finish floors using strippers and final finishes.
4. Insure that floor and building areas are secure.
5. Know proper safety techniques and procedures.
6. Verify doors are locked and lights are off.
7. Wear protective equipment when required/requested.
8. Report fire hazards and other emergencies.

C. MAINTAIN THE HIGHEST STANDARDS OF PROFESSIONALISM:

1. Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity.
2. Demonstrate responsible behavior regarding attendance and work schedule.
3. Perform in a professional manner when interacting with students, parents, faculty, administration, and co-workers.
4. Follow the guidelines of confidentiality as established by the school district.
5. Attend and participate in relevant training sessions, meetings and professional growth activities as requested and/or required.
6. Perform other reasonable duties as requested by the supervisor.

PHYSICAL REQUIREMENTS:

Standing – Frequent
Walking – Frequent
Sitting – Occasional
Driving – Occasional
Lifting – Lift a minimum of 70 lbs.
Bending/stooping – Frequent

TERMS OF EMPLOYMENT:

Per Merrimack Educational Support Staff Master Agreement.

EVALUATION:

Performance of these responsibilities will be evaluated annually in accordance with the approved administrative procedure for staff evaluation.