

HERMON SCHOOL DEPARTMENT
Job Description

Title: Custodian

Qualifications:

1. High School Diploma or Equivalent
2. Demonstrated aptitude or competence for assigned responsibilities.
3. Ability to interact appropriately with students, staff, and the community.
4. State of Maine CHRC Approval

Reports To:

Facilities / Transportation Director and/or Building Administrator, Head Custodian.

Performance Responsibilities:

1. Empties all waste containers in the building and replaces liners as needed.
2. Cleans all bathroom and locker room facilities and replenishes all soap and paper supplies.
3. Vacuums all carpeted areas in building, including all hall runners and classroom rugs.
4. Dusts and sweeps all tiled areas and damp-mops where needed.
5. Brings any supplies from storage areas as office requests them and puts in proper area.
6. Clears all doorways and walks of snow and ice during stormy weather including weekends as required.
7. Replaces any and all burned out lights in building where possible.
8. Buffs all tiled corridors in building, as needed.
9. Reports any shortage of cleaning materials in area to immediate supervisor as soon as possible.
10. Makes sure all doors and windows are closed and properly locked, all alarm systems are turned on and are working, and office area and other locked areas are securely locked before leaving the building.
11. May be assigned to work overtime hours, including weekends, for snow removal and to cover student/community activities.
12. Complies with state and federal laws on storage, handling, and disposal of hazardous materials.
13. Works cooperatively, respectfully, and in a supportive manner with all co-workers and other staff.
14. Participates in professional growth activities in order to have the knowledge required to perform the job successfully.
15. Such other duties as may be assigned by the Head Custodian and/or the Facilities / Transportation Director.

Terms of Employment:

As specified by the contract

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on Evaluation of Personnel.

Approved by: Hermon School Committee

Date: August 4, 2025

Reviewed and agreed to by: _____

Date: _____