

KIDS Regional School Unit #2
Job Description

Position Title: Custodian
Department: Maintenance
Reports To: Director and Asst. Director of Buildings and Grounds, Building Principals, Head Custodians
Prepared By: Policy and Personnel Committee **Date:** 6/8/09; 10/25/18
Approved By: Board of Directors **Date:** 6/15/09; 11/1/18

SUMMARY:

Keeps the district's buildings in such a state of cleanliness and operating excellence that they present no problems or interruptions to the educational program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains inventory of custodial/maintenance supplies and equipment
- Cleans and preserves designated spaces, equipment, furnishings in the building
- Scrubs and disinfects toilet and bathroom floors daily and cleans all sanitary fixtures and drinking fountains
- Complies with local laws and procedures for the storage and disposal of trash, rubbish and electronic wastes
- Keeps sidewalks, driveways and play areas neat and clean
- Reports maintenance needs to Head Custodian, Asst. Director of Buildings and Grounds or Director of Buildings and Grounds and records repairs in maintenance record
- Conducts routine equipment checks, such as emergency lighting, fire and safety equipment
- Performs routine duties such as raising and lowering flags, replacing burned out lamps, minor equipment maintenance
- Assists in the maintenance of seasonal grounds work, i.e. shoveling/sanding/sweeping/deicing walkways, steps as appropriate and grass cutting, tree trimming
- Moves furniture or equipment within buildings as required for various activities and as directed by Head Custodian, Asst. Director of Buildings and Grounds
- Maintains a neat and well-stocked custodial closet
- Maintains building and grounds security by opening and closing designated areas on a routine basis and during special events
- Completes minor repairs as assigned by Head Custodian, Asst. Director of Buildings and Grounds or Director of Buildings and Grounds
- Reports major repairs to district Asst. of Buildings and Grounds or Director of Buildings and Grounds
- Reports immediately to Head Custodian or Asst. Director of Buildings and Grounds any damage to school property
- Responds to immediate needs within the building on a daily basis if needed

- Assumes responsibility for the closing of the building each school day and for determining before leaving that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off and that no unauthorized person is in the building
- In case of emergency, custodians will be required to secure other buildings within a region or town
- Clean and perform basic maintenance of all RSU equipment daily, if needed
- Other duties may be assigned

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or GED

CERTIFICATION:

- State of Maine Criminal History Records Check
- Certification of good health by a licensed physician
- Valid Maine Driver's License

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense and understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to pass a written and physical test. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to perform duties with awareness of all district requirements and Board of Directors policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel objects, tools, or controls; and talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to fifty pounds such as cleaning supplies, pails and unloading trucks. Occasionally, the employee will lift and/or move up to ninety pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays while performing the duties of this job. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment ranges from quiet to loud. The employee will work in the presence of children.

TERMS OF EMPLOYMENT:

Subject to the terms of the work agreement

EVALUATION:

The performance of this job will be evaluated annually by the Director of Buildings and Grounds with assistance from Asst. Director of Buildings and Grounds in accordance with the Support Staff Performance Evaluation.

Received and reviewed by employee: _____
Signature of Employee Date

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.