

WELLSVILLE-MIDDLETOWN R-I SCHOOL DISTRICT
JOB DESCRIPTION
TITLE: CUSTODIAN

QUALIFICATIONS:

1. Understands that **safety** is the primary consideration in all that he or she does.
2. Ability to accurately follow written and verbal instructions.
3. Ability to perform daily tasks and work independently with minimum supervision.
4. Ability to cooperate in a team effort and work well with other employees
5. Ability to operate cleaning equipment such as vacuums, floor strippers and buffers.
6. Ability and willingness to recognize and address custodial needs outside of normal area of responsibility.

PHYSICAL REQUIREMENTS:

1. Ability to safely lift up to 40 pounds and carry more than 50 feet throughout the work day.
2. Ability to stand and/or walk throughout the work day.
3. Adaptable to varying temperatures and climates encountered indoors and outdoors.
4. Tolerate exposure to cleaning chemicals and compounds
5. Ability to safely handle custodial equipment such as ladders, mop buckets, desk dollies, two-wheel hand carts, etc.
6. Ability to safely climb ladders and perform custodial tasks requiring the use of ladders.

REPORTS TO: School Administration

JOB GOAL: To provide students and staff a **safe**, attractive, comfortable, clean, and efficient place in which to work, learn, play and develop.

PERFORMANCE RESPONSIBILITIES:

1. Keeps building and premises, including sidewalks, driveways, playgrounds and adjacent grounds neat, clean and **safe** at all times.
2. Shovels, plows, and salts/sands walks, driveways, parking areas and steps as appropriate.
3. Sweeps classrooms daily and dusts furniture.
4. Cleans corridors after school each day and during the day as scheduled by the principal.
5. Scrubs and disinfects toilets and floors daily and cleans sanitary fixtures and drinking fountains daily.
6. Washes all windows on both the inside and outside at least twice each year and more frequently if needed.
7. Keeps grounds free of rubbish/trash.

8. Keeps all floors in a clean and attractive condition and in a good state of preservation.
9. Cleans whiteboards as needed but at least once every two weeks.
10. Makes minor repairs as necessary; reports need for major repairs to the principal.
11. Reports any damage to school property to the principal immediately.
12. Assumes responsibility for opening/closing of the building as is required for the specific position.
13. Moves furniture and equipment as directed.
14. Complies with the law and established procedures for the storage and disposal of trash, rubbish, and waste.
15. Performs other duties as directed by the supervisor.

SUMMER DUTIES:

1. Wash all desks, inside and out (including teacher's desks)
2. Wash all windows, inside and out.
3. Wash interior doors and frames
4. Thoroughly clean fixtures, furniture, equipment and interior walls.
5. Scrub, strip, seal and wax floors.
6. Shampoo classroom carpets.
7. Move school furniture as required.

TERMS OF EMPLOYMENT: Per school board policy (AT WILL)

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by Principal or Superintendent

Board Approved February 13, 2014