

RSU No. 5 Durham ~ Freeport ~ Pownal
Head Custodian Job Description
Support Staff

QUALIFICATIONS:

1. High School Diploma or GED
2. Working knowledge of custodial duties and equipment
3. Demonstrates competency and experience in all areas of services/responsibilities

REPORTS TO:

Director of Facilities and Transportation, building administrators, or designee

JOB GOAL:

To provide students, staff, and the general public with a safe, clean, comfortable and efficient place to work, learn, play and develop.

PERFORMANCE RESPONSIBILITIES:

1. Works flexible hours to meet the needs of RSU No. 5,
2. Keeps the interest of the students and staff foremost in all aspects of employment,
3. Keeps the building and premises, including sidewalks, parking lots, entrances, porches and play areas, neat and clean at all times,
4. Shovels and sands walkways and steps as appropriate,
5. Assumes responsibility for closing of the building each school day; determines before leaving that all doors, windows are secured, alarms are set, and all lights except those left on for safety or a function are turned off,
6. Sweeps or vacuums classrooms, empties trash and recycle bins daily, cleans all areas and equipment as assigned by the Director of Facilities and Transportation, Maintenance Working Foreman, and building administrator.
7. Replaces light bulbs, emergency lights and exit lamps as needed,
8. Scrubs and disinfects toilets, urinals, floors, all sanitary fixtures, and drinking fountains daily,
9. Replaces and fills dispensers as needed daily,
10. Attends safety, staff, and training meetings,
11. Keeps equipment clean and properly maintained,
12. Washes all windows inside and out on a regular basis and more frequently if needed,
13. Keeps all floors in a clean and attractive condition and in good state of preservation,
14. Follows procedures in order to complete various setups for functions (i.e. graduation, meetings, et. al.),
15. Maintains an open line of communication with administration, students, and staff,
16. Promptly reports to the Director of Facilities and Transportation, Maintenance Working Foreman, and or the building administrator any major repairs needed,
17. Immediately reports and damage to the Director of Facilities and Transportation, Maintenance Working Foreman, or building administrator
18. Remains on school premises during work hours with the exception of scheduled breaks,
19. Brings in deliveries as needed,(i.e. paper, office supplies, and routine deliveries,)
20. Keeps custodial rooms neat and clean,
21. Follows proper safety procedures when operating equipment and complies with safety, OSHA and EPA regulations,
22. Maintains a regular schedule to ensure that daily responsibilities are performed, has regular attendance, and is punctual for assignments,
23. In a timely manner, informs Director of Facilities and Transportation, Maintenance Working Foreman, or building administrator of his or her absence, if illness or unusual circumstances warrants,
24. Displays the poise of a disciplined person; is tactful in dealing with others; is resourceful and self reliant; demonstrates respect for self and others, accepts feedback and follows instructions,
25. Sets a good example in the areas of personal hygiene, neatness and proper dress, courtesy, consideration, cooperation and proper use of language. Vulgar or sexually suggestive language is not permitted at any time, and
26. Performs all other related duties as deemed necessary by the Director of Facilities and Transportation, Maintenance Working Foreman, or the building administrator.

27. Assigns off hour time for events fairly and on a rotating basis.
28. Maintains communication with building administrators and building custodians to ensure all building needs are met.

Essential Functions:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand the policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting, bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.
8. Lift up to 50 pounds.

Legal and Ethical Duties:

1. Maintains confidentiality on all aspects of student information.
2. Maintains confidentiality about all aspects of work, student performance, and written and oral records.
3. Demonstrates a respect for the legal and human rights of students, staff and parents.
4. Follows health and safety procedures established by RSU No. 5.
5. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
6. Demonstrates loyalty, dependability, integrity, and other ethical standards.
7. Follows the proper chain of command for concerns and exercises confidentiality of privileged information relating to school and personnel matters.
8. Observes Board and school policies.
9. Meets and follows all State and federal laws and regulations.

TERMS OF EMPLOYMENT:

In accordance with negotiated agreement.

EVALUATION:

Director of Facilities and Transportation will evaluate the performance of this job annually in accordance with this document.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Printed Name: _____

Employee's Signature: _____ **Date:** _____

Original to Personnel File
Copy to Employee
Adopted: January 27, 2010
Revised July 19, 2019