

## BOURNE PUBLIC SCHOOLS

### CUSTODIAN JOB DESCRIPTION

**Reports to:** Head Custodian or Building Principal

**Job Goal:** To provide staff and students with a safe, attractive, comfortable, clean, and efficient environment in which the school system's goals and responsibilities for education may be achieved

**Responsibilities:**

(Items below are by way of example and are not intended to be a complete listing of responsibilities)

1. Keeps building and premises, including sidewalks, driveways, and play areas, neat and clean at all times.
2. Regulates heating and ventilation systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity.
3. Shovels and sands walks and steps as appropriate.
4. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
5. Sweeps classrooms daily and dusts furniture.
6. Cleans corridors after school each day and during the day when their condition requires it.
7. Washes and disinfects toilet floors daily and cleans all sanitary fixtures and drinking fountains daily.
8. Washes all windows, inside and out, at least twice a year and more frequently if necessary.
9. Keeps all floors in a clean and attractive condition and in a good state of preservation.
10. Cleans all chalkboards at least once a week.
11. Removes and store trash on a daily basis.
12. Makes such minor building repairs as he/she is capable of.
13. Reports major repairs needed promptly to the Head Custodian or Building Principal.
14. Reports immediately to the Head Custodian or Building Principal any damage to school property.
15. Assumes responsibility for the opening and/or 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.
16. Keeps an inventory of supplies, equipment, and fuel on hand and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian in his/her duties.

17. Conducts an ongoing program of general maintenance, upkeep, and repair.
18. Moves furniture and/or equipment and generally assists within the building as required for various activities and as directed by the Head Custodian or Principal.
19. Conducts regular inspections of all electrical installation in the school to ensure their safe condition.
20. Assumes responsibility for the cleaning of all non-classroom areas such as, but not limited to, offices, gymnasium, locker rooms, library, health room, cafeteria, and faculty rooms.
21. Receives and stores all deliveries made to the building.
22. Replaces burned out fluorescent tubes and incandescent bulbs.
23. Participates in in-service programs designed for custodial personnel.
24. Performs other duties as may, from time to time, be assigned by the Head Custodian, Building Principal, or Director of Business Services.

**Terms of Employment:** 12 month year; salary in accordance with the Collective Bargaining Agreement in effect between AFSCME and the Bourne School Committee

**Evaluation:** Performance of this job will be evaluated annually by the Building Principal