

**CUMBERLAND REGIONAL SCHOOL DISTRICT****JOB DESCRIPTION****CUSTODIAN****JOB GOAL**

To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

**QUALIFICATIONS**

1. Ability to follow supervisor's directions.
2. Demonstrated aptitude for successful completion of tasks assigned.
3. Must secure Black Seal Boiler License within one year of employment.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**DUTIES/RESPONSIBILITIES**

1. Clean and maintain all areas assigned.
2. Ability to safely operate all custodian equipment.
3. Respond to calls from staff and administration.
4. Clean student and staff restrooms in school building as needed:
  - a. Clean/sanitize/wipe down all surfaces and glass, refill soap and towel dispensers.
  - b. Refill sanitary napkin dispensers and remove money collected.
5. Remove trash throughout building and place in trash compactor.
6. Clean the Board Office as assigned.
7. Sweep floors and take trash out during and after lunch times.
8. Clean all glass on outside doors.
9. Check in all deliveries and deliver to their locations.
10. Deliver and keep record of copy paper and send reports to Accounts Payable as assigned.
11. Check flag daily for half-staff announcements as assigned.
12. Keep track of all custodial products in A-Hall closet.
13. Deliver the inter-office mail and bring regular mail to post office daily as assigned.
14. Clean all outside door entries daily.
15. Paint and assist with maintenance and repairs.
16. Assist Night Foreman or maintenance personnel as requested.
17. Help to maintain school buildings and grounds in a safe and attractive condition.
18. Assume responsibility to cooperate with other custodians and the Night Foreman for the general condition of the building.
19. Remove snow from sidewalks and doorways.
20. Report necessary repairs promptly, in writing, to the Night Foreman or Building and Grounds Supervisor.
21. Report any damage to school property to the Night Foreman or Building and Grounds Supervisor immediately.
22. Under the direction of the Night Foreman and Buildings and Grounds Supervisor, prepares all district facilities and grounds for various activities.

23. Separate, store and dispose of trash, rubbish and waste, according to accepted procedures.
24. Works cooperatively with fellow employees in completion of tasks assigned.
25. Adheres to related federal and state laws, and Board of Education policies and regulations.
26. Accept all other duties or responsibilities as assigned.

### **ESSENTIAL SKILLS/ABILITIES**

1. Knowledge of safety hazards and proper use of various cleaning and sanitizing solutions.
2. Detail-oriented and thorough.
3. Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
4. Ability to keep the school clean and orderly.
5. Ability to interact with staff, students, parents, and visitors at school while remaining professional, polite, and courteous.
6. Ability to access school email.
7. Regular attendance.
8. Prolonged periods of standing and walking.
9. Ability to traverse school facilities and grounds.
10. Must be able to lift, bend, stoop, climb and reach at least 50 pounds at a time.
11. Must be able to perform all other physical tasks as outlined in the Fitness for Duty paperwork.

### **REPORTS TO**

Building and Grounds Supervisor, Night Foreman, Business Administrator, and Principal.

### **TERMS OF EMPLOYMENT**

Full-Time: Twelve month salaried employee. Vacations, salaries, benefits, and overtime as per contract.

Part-Time: Twelve month hourly employee up to a maximum of 29 <sup>3</sup>/<sub>4</sub> hours per week. No health benefits.

### **EVALUATION**

Performance of this position will be evaluated by the Building and Grounds Supervisor.

\*This job description is subject to change at any time.

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APPROVED BY:	<b>Cumberland Regional Board of Education</b>
DATED:	<b>February 12, 2009</b>
AMENDED:	<b>February 27, 2014</b>
AMENDED:	<b>June 23, 2016</b>
AMENDED:	<b>July 27, 2017</b>
AMENDED:	<b>March 27, 2024</b>