SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: CUSTODIAN

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Possess a basic understanding of the need for building cleanliness and use of housekeeping equipment.
3. Exhibit ability to get along with faculty, students and visitors.
4. Exhibit ability to understand the necessity for the safety and security of the building and occupants.
5. Demonstrate evidence of being in good physical health to meet the demands of the position. Requires pre-employment physical/human performance test.
    - Work involves the performance of duties where considerable physical exertion is required.
    - Frequently required to move/transport items weighing up to 50 pounds across the building for various needs.
    - Finger dexterity, sense of touch, gripping with fingers and hands is essential.
    - Constantly moving and positioning self to perform responsibilities of the job, including climbing, stooping, bending, reaching, crawling, etc.
    - Occasionally ascending/descending a ladder to perform required building services.
    - Verbal communicative ability is required in dealing with staff, students, and the community.
    - Ability to multitask and complete tasks/functions in an environment with constant interruptions.

REPORTS TO:
Building administration, head custodian, and assistant head custodian (if applicable).

SUPERVISES:
May supervise temporary helpers.

JOB GOAL:
Perform housekeeping activities with attention to detail toward an overall facility cleaning plan as to provide students, staff and visitors with safe, sanitary and reliable facilities.

PERFORMANCE RESPONSIBILITIES:

1. Be aware of common safety procedures and correct or report safety hazards to the appropriate authority.
2. Perform repetitive tasks to maintain an assigned area in a sanitary, orderly and attractive manner.

3. Occasionally responsible to open and/or close facility including securing building and activating alarm system.
4. Shovel snow to provide safe passage at doorways and entrance walks and maintain the cleanliness of walks and grounds.
5. Set up and breakdown of furniture/equipment for school activities.
6. Respond to emergency communications.
7. Be aware of regulated materials (i.e. asbestos, PCBs, lead, etc.) in the building and be familiar with how these materials are handled.
8. Perform related work assigned by supervisor.

TERMS OF EMPLOYMENT:
Determined by the working agreement between the Southington Board of Education and the Southington Maintenance Association (AFSCME). A twelve-month work year.

EVALUATION:
Performance of this job will be evaluated annually by the building administration and head custodian or assistant head custodian in the absence of head custodian.