

JOB DESCRIPTION: CUSTODIAN

JOB GOAL: The work involves responsibility for the cleaning, care, and upkeep of a school site, buildings or assigned section thereof. Work duties include routine cleaning tasks and semi-skilled re-occurring repair and maintenance.

ESSENTIAL FUNCTIONS:

- Regular daily attendance;
- Must be ambulatory; ability to walk and carry heavy items and to be able to operate all custodial equipment;
- Must have good vision; ability to see well enough to clean standards set by supervisor or district;
- Must possess physical strength; enough strength to lift, move, and carry heavy items throughout the day;
- Intelligence; must be able to evaluate a problem, devise and implement a solution;
- Must possess social skills; must be able to work in a team environment.

PERFORMANCE RESPONSIBILITIES:

- Performs a variety of cleaning, including mopping floors, washing walls, ceilings and windows; dusting woodwork and furniture; stripping and finishing floors; vacuuming and shampooing carpets; collecting and disposing rubbish, etc.;
- Performs semi-skilled maintenance and repair work such as fixing or replacing broken shelving, hardware, glazing windows, and repairing window coverings; unplugging toilets, traps, and sinks; replacing faucet washers, repair and adjust flush valves; replace blown fuses, switches, outlets, ballasts, light fixtures, etc.;
- Maintains grounds performing tasks such as cutting grass, trimming shrubbery, raking leaves, removing snow, and maintaining power equipment used in this work;
- Operates hot water and low pressure boilers, heating and ventilating systems and performs routine maintenance on heating and hot water equipment, such as replacing filters, periodically cleaning equipment and fire box to insure efficient operation, replacing or adjusting thermostats and related controls;
- Replenishes lavatories, cleaning, and other supplies;
- Reports damages or needed maintenance repair requiring a higher level repair capability;
- Supervises others as directed;
- Serves occasionally as watch attendant;
- May set up equipment and seating facilities for meetings, demonstrations, etc.
- Loads and unloads supplies, equipment, and/or other materials as required;
- Performs other activities as necessary and directed by Supervisor.

REPORTS TO: Reports to a Head or Senior Custodian, or an administrative employee of higher rank who assigns, observes and monitors the work.

SUPERVISES: Supervision may be exercised over others such as custodians, cleaners, laborers or summer workers by assigning their work, giving instructions, providing assistance and observing the work progress.

QUALIFICATIONS:

- High School graduate or possession of high school equivalency diploma;
- General knowledge of commercial cleaning practices and procedures, fixtures and operating equipment; and grounds maintenance;
- Ability to make semi-skilled plumbing, heating, electrical, carpentry and mechanical repairs;
- Ability to operate plumbing, heating, electrical, ventilating, and air conditioning systems;
- Possession of a valid New York State driver's license.

EVALUATION: Performance of this job will be evaluated annually by the Head Custodian.