Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Custodian Job Description

Reports To: Facilities Manager, Building Principal

Qualifications: High School Diploma or equivalent required

Physical Demands: FREQUENT: Standing, Walking, Pushing, Bending/Stopping
OCCASSIONAL: Sitting, Driving
LIFTING: Lift a minimum of 70 lbs

Background Check: Candidate will need to successfully pass a background investigation to include fingerprint and criminal history evaluation

General Duties & Responsibilities:

Performs routine maintenance and cleaning for school buildings in support of operations of school buildings.

Maintain a quality environment, to promote safety, security, and excellence in standards for the daily operations of an educational facility.

1. Maintains appearance and cleanliness of floors and carpets in each assigned building
2. Empties trash receptacles in each assigned building daily
3. Maintains clean and sanitary conditions in restrooms in each assigned building, including replenishing custodial and restrooms supplies daily
4. Washes and waxes floors in each assigned building as needed or determined by supervisor
5. Maintains cleanliness of surfaces in each assigned building – including, but not limited to mirrors, glass, walls, windows, furniture
6. Maintain walkways outside of buildings, including removing dirt, debris, snow, and ice at each assigned building
7. Performs repairs of a minor or routine nature in and around assigned building
8. Responds to immediate safety and/or operational concerns (facility damage, vandalism, alarms, etc.)
9. Secures facilities and grounds (doors, gates, alarms, lights, etc.) for the purpose of assuring security and safety of students, staff, and visitors
10. Sets up and breaks down rooms used for functions
11. Monitors performances of equipment and components and alert supervisor to problems or improvements
12. Load and unload trucks of stock and supplies, delivering stock and supplies to designated areas of building
13. Performs other duties, as assigned

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.