

## Sheepscot Valley Regional School Unit 12

### CUSTODIAN – JOB DESCRIPTION

#### REQUIRED QUALIFICATIONS:

1. High School diploma, GED or willingness to complete a high school diploma program.
2. Basic computer skills ie, system operations, e-mail
3. Excellent communication skills
4. Strong organizational skills
5. Ability to follow written and verbal instructions.
6. Custodial, grounds keeping and/or general maintenance experience.
7. Appropriate Department of Education Authorization

#### DESIRED QUALIFICATIONS:

1. Ability to work independently and as a member of a team.
2. Ability to maintain effective and appropriate relationships with students, parents and all RSU staff.

**REPORTS TO:** Director of Building/Grounds and Transportation and/or  
Principal/designee

#### JOB GOAL:

1. To provide a clean and safe buildings for all students, staff and the community.
2. To implement and maintain the effective operations of the physical plant.

#### PROFESSIONAL RESPONSIBILITIES:

1. Keep building and premises, including sidewalks, driveways, and play areas neat and clean at all times;
2. Shovels, snow blows and sands walks, driveways, parking areas, and steps as appropriate;
3. Scrubs, hoses down, and disinfects soiled floors daily and cleans all sanitary fixtures and drinking fountain daily;
4. Maintains and safeguards an inventory of supplies, tools and equipment and recommends purchases as necessary;
5. Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary;
6. Keeps all floors in a clean and attractive condition;
7. Cleans all chalk/whiteboards as requested or needed.
8. Makes minor building repairs, such as light bulb replacement, minor door adjustment, etc;
9. Reports all major repairs needed promptly to the supervisor.
10. Reports immediately any damage to school property;
11. Remains on school premises during school hours, and during non-school hours when the use of the building has been authorized and their attendance is required;

12. Assumes responsibility for the closing of the building each school day, and for determining, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off;
13. Complies with local and state laws and procedures for the storage and disposal of trash, rubbish and waste.
14. Moves furniture or equipment within buildings as required for various activities and as directed.
15. Meets with Head Custodian to report maintenance/custodial concerns and to plan projects;
16. Informs the Head Custodian of maintenance, heating and safety issues;
17. Ensures the safety, health, and comfort of the students and staff;
18. Practices and monitors for safe work methods by keeping work areas and equipment in safe operating condition;
19. Promptly initiates action in the event of any hazardous condition;
20. Performs such other related duties and responsibilities as may be assigned.

**CLERICAL:**

1. Maintains timely and accurate records, ie, MSDS manuals.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of student educational and personal life.
2. Demonstrates a respect for the legal and human rights of students, staff, parents, School Board, and other community members.
3. Follows health and safety procedures established by the School Department.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage needs.
5. Demonstrates dependability, integrity, and other ethical standards.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal, written or demonstrated instructions.
2. Physical ability to perform all necessary duties and responsibilities.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**TERMS OF EMPLOYMENT:** As specified by contract and clarified by individual letters of employment

**EVALUATION:** Performance of this job will be evaluated in accordance with the responsibilities listed in this document.