

JOB DESCRIPTION



Maine School Administrative District #7
North Haven Community School
93 Pulpit Harbor Road
North Haven, ME 04853
207.867.4707

JOB TITLE: Custodian

QUALIFICATIONS:

1. Proven experience in the cleaning and maintenance of a facility.
2. Knowledge of cleaning agents and equipment.
3. Positive attitude, respectful and professional.
4. Reliable, a self starter, able to work independently and as a member of a team.

REPORTS TO: Superintendent/Building Principal

WORK YEAR: School Year with reduced summer hours

JOB GOAL: To care for, maintain, and keep clean the North Haven Community School campus in such a manner that a clean, safe, comfortable and attractive learning environment is provided for students, staff and the community on a daily basis.

PROFESSIONAL RESPONSIBILITIES:

- Keeps the building neat and clean at all times
- Performs routine building maintenance
- Empties trash in classrooms, locker rooms, bathrooms and all baskets daily.
- Collects recycled paper. Takes trash/recycled paper to the dump as needed.
- Vacuums/sweeps all classrooms, hallways, offices and locker rooms daily.
- Cleans any spots on carpets as needed
- Washes bathroom floors daily and hallways and other floors as needed
- Cleans bathroom sinks, toilets, walls daily
- Washes classroom sinks and counters daily
- Cleans locker rooms daily
- Maintains the cleanliness of the gym daily, uses floor machine as needed
- Cleans and dusts furniture, walls and woodwork as needed
- Washes windows and all glass as needed
- Helps to set up/clean up for all building activities
- Replenishes soap and paper in all dispensers as needed
- Assists Maintenance worker in sweeping/removing snow off porches and walkways as needed.

- Check fire extinguishers and exit signs regularly
- Replace bulbs as needed
- Maintain, clean and organize custodial storage areas and garbage bins
- Maintain inventory/order cleaning supplies

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Board's Policy on the evaluation of the staff.

TO APPLY: Complete the application available on our website. Click menu, then employment opportunities, and choose the application "Non-Teaching Role Application." Submit to Imacdonald@nhcshawks.org.