

FESSENDEN-BOWDON SCHOOL
SUPPORT STAFF POSITION
Job Description: Custodial & Maintenance Job Description

Job Goal: To provide students and staff with a safe, attractive, comfortable, clean, and efficient environment.

Reports to: Superintendent of Schools

Qualifications:

1. Ability to read basic operating instructions and write reports.
2. Possesses a pleasant disposition and works as an integral member of the team.
3. Demonstrates an aptitude for successful completion of tasks.
4. Must have obtained a High School Diploma or GED.
5. Ability to read basic operating instructions and write reports.
6. Possesses a pleasant disposition and works as an integral member of the team.
7. Demonstrates an aptitude for successful completion of tasks.
8. Possesses a mechanical aptitude in the areas of carpentry, plumbing, heating, and electrical systems.
9. Maintains confidentiality.

Required Knowledge, Skills, and Abilities:

1. Ability to lift, bend, stoop, walk, carry, and reach over head.
2. Ability to do minor maintenance.
3. Ability to follow written or oral instructions.
4. Knowledge of tools, materials, and repair methods.
5. Possess mathematical ability.
6. Ability to work outdoors in a variety of weather conditions.
7. Ability to observe and report maintenance needs.
8. Ability to climb and work from ladders and scaffolds.
9. Adequate strength and dexterity to perform job related tasks.
10. Ability to maintain good interpersonal relationships, and work as a part of a team which includes the staff, students and the public.
11. Ability to observe and report maintenance needs.
12. Ability to climb and work from ladders and scaffolds.
13. Adequate strength and dexterity to perform job related tasks.

Essential Functions:

1. Raises and lowers American flag.
2. Sweeps and/or vacuums classrooms/offices daily and dusts furniture.
3. Scrubs and disinfects toilets/restroom floors daily and cleans all sanitary fixtures including drinking fountain daily.
4. Cleans corridors daily.
5. Washes all windows (inside/outside) as needed.
6. Cleans chalk/whiteboards daily.
7. Management of heating and boiler system.
8. Makes minor repairs and performs maintenance duties as needed.
9. Reports needs for major repairs to superintendent promptly.
10. Orders or purchases repair supplies approved by the business manager or superintendent.
11. Assumes responsibility for the opening and closing of the building each school day and securing

- the building at the end of the school day; depending on employee work schedule.
12. Remains on school grounds during established work hours and/or evening extracurricular events.
 13. Moves furniture or equipment within the building as required for various activities.
 14. Complies with appropriate laws and procedures for the storage and disposal of trash and waste and maintains acceptable health and safety standards regarding the use of cleaning chemicals, disinfectants, etc, as directed.
 15. Maintains records required for chemicals, fire drills, fire extinguisher checks etc. as required by law.
 16. Adheres to rules and regulations.
 17. Keeps building and premises, including sidewalks and grounds neat.
 18. Regulates heat to provide appropriate internal building temperatures.
 19. Supervise and assist in the cleaning and maintenance of the heating system, major equipment, and general repairs of the interior and exterior of the building and grounds.
 20. Ensures compliance with local, state, and federal laws, codes, and regulations relative to the work environment.
 21. Maintains an inventory of custodial supplies.
 22. Maintains maintenance schedule of fire extinguishers.
 23. Responsible for snow removal.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Equivalent of a high school diploma, additional courses or training and/or experience that provides the desired knowledge and abilities. Prior service demonstrating high quality work ethics, decision making, collaboration and communication, preferably in a school district.

EQUIPMENT USED:

- Vacuum
- Floor Scrubbing Machine
- Floor Waxing equipment
- Lawn Mower
- Snow Blower
- Scaffolding

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The employee must be able to multi-task and focus in spite of numerous interruptions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk and stand, and twist at neck and waist. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

TERMS OF EMPLOYMENT: Full time or as determined by administration. Salary determined by administration.

EVALUATION: Performance of this job will be evaluated by the Superintendent.