

**JOB DESCRIPTION**  
**CUSTODIAL I –NIGHT-TIME POSITION**  
**FAIRMONT ELEMENTARY SCHOOL**

**Qualifications, wages and work schedule:**

- ❖ Salary: per Custodial/Maintenance Personnel Agreement
- ❖ High School diploma or equivalent
- ❖ Prefer Boiler License
- ❖ Prefer custodial experience working in a school setting
- ❖ September –May (M-F):3:00pm-11:30pm /includes 1/2 hour lunch break
- ❖ June-August (M-F): 7:00am-4:00pm /includes 1 hour lunch break

**Reports To:**

Head Building Custodian, Director of Building and Grounds, Building Principals

**Primary Objective of Position**

Assist in the maintenance and cleaning of the building and its grounds to ensure safe and comfortable surroundings for all who use the facility. Provide a clean learning environment for students, staff and community.

**Responsibilities:**

- ❖ **Housekeeping/Cleaning on a Daily Basis**
  - Sweep or vacuum classroom and office floors.
  - Wet mop classroom, hallway and office floors as needed.
  - Empty trash receptacles throughout the building.
  - Clean all public, classroom and staff restrooms including disinfecting sinks, toilets and urinals, wet mopping floor w/ disinfectant, cleaning walls and mirrors as necessary and servicing soap and towel dispensers.
  - Sweeping steps and wet mop as needed.
  - Open or secure building and classrooms per daily schedule.
  
- ❖ **Light Maintenance/Housekeeping Duties (as needed basis)**
  - Replacing burnt out light bulbs.
  - Cleaning windows
  - Dusting
  - Removing black marks from floors.
  - Use riding floor scrubbers to clean hallways and cafeterias.
  - Painting
  - Replace damaged ceiling tile.
  
- ❖ **Grounds Keeping**
  - Assisting with snow and ice removal.
  - Assist with grass and weed trimming.
  - Assist with outdoor sports preparation.
  - Keeping grounds free of debris.
  
- ❖ **Event Preparation**
  - Assist with setting up gyms, media centers and other gathering locations for sports events or special meetings.
  
- ❖ **Summer Cleaning**
  - The entire FES custodian crew works as at team to clean the building from top to bottom.