

BUILDING CUSTODIAN JOB DESCRIPTION  
SHELTON BOARD OF EDUCATION

GENERAL STATEMENT OF RESPONSIBILITIES:

Performs a wide variety of custodial tasks in maintaining the physical school plant and grounds in a condition that is safe, attractive, comfortable and clean.

SUPERVISION RECEIVED:

Work under the supervision of the Maintenance/Custodial Supervisor, designee, building principal and/or head custodian.

SUPERVISION EXERCISED:

Exercise ability to supervise part time Custodian if assigned to his/her responsibility.

EXAMPLES OF DUTIES:

Perform manual cleaning, light maintenance, repair, storage and furniture moving tasks both inside and outside of the building including:

- Use cleaning tools and solutions as required for floors and walls, dust and polish furniture
- Wash exterior windows from ground level and interior windows from ladder; as required
- Utilize hand tools and building supplies and/or equipment to clean light fixtures, change electrical light lamps and bulbs
- Open and secure building
- Assure the internal security of building; insuring all possible entrances into the building are secure against intrusion after school hours
- Clean restrooms facilities and restock supplies throughout the day as needed
- Set-up and remove tables and chairs as needed
- Move material and/or books from one area to another as needed
- Vacuum carpets daily
- Adjust basketball hoop height with use of ladder to accommodate daily and nightly activities
- Distribution of supplies to appropriate rooms
- Transfer trash from building to dumpster daily/nightly
- Strip, wax and polish floors
- Check room temperatures on thermostats
- Shift furniture and arrange rooms for use as directed
- Snow and ice removal includes clearing of all doorway entrances, sidewalks, walkways, crosswalks and Administrative Office building parking lot entrance and monitoring same for formation of ice and/or slippery conditions when needed
- Ability to use snow blower equipment

- Applying sand and/or ice melt when needed to include lifting of salt and/or sand bags to fill spreader
- Landscape maintenance as requested by building principal to maintain beautification
- Daily opening and closing of cafeteria tables to accommodate building needs and schedules
- Perform all other related duties as assigned by immediate supervisor

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

Ability to understand directions and perform work required to the satisfaction of the Maintenance/Custodial Supervisor and/or building Principal. Employee must be able to work effectively using courtesy and tact with administration, the public, students, co-workers and members of the staff working in the building. Demonstrate ability to develop and maintain effective working relationships with diverse groups. Good physical condition is essential; must be able to lift a minimum of 50 lbs. and a minimum of 15 pounds overhead lifting.

Must be able to accept responsibility for his actions on the job,

EDUCATION, EXPERIENCE AND TRAINING:

Demonstrate working knowledge of cleaning tools, supplies and materials, have experience in the use of hand tools, power tools and in light maintenance tasks. Sufficient educational development to perform the tasks assigned.

THIS DESCRIPTION SHOULD NOT, HOWEVER, BE CONSTRUED AS A COMPLETE LISTING OF ALL DUTIES, OR AS A CONTRACT. IN ALL CASES, THESE RELATIONSHIPS, FUNCTIONS AND THEIR APPLICATIONS ARE SUBJECT TO CHANGE BY THE SUPERINTENDENT OF SCHOOLS.

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- A. Hamilton
- K. LaCroix
- P. Descoteaux