

POSITION: Maintenance/Custodian

QUALIFICATIONS:

1. High School diploma or equivalent
2. Demonstrate aptitude or competence for assigned responsibility.

REPORTS TO: Director of Maintenance

JOB GOAL: To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and develop. To perform maintenance and custodial work which will help to maintain the school district buildings, grounds and equipment in a clean, safe and functional condition.

GENERAL RESPONSIBILITIES:

1. Unlock and lock all entrance doors to building and turn on and off lights as necessary.
2. Remove snow and ice from all entranceways as needed.
3. Move and set up furniture and equipment as required for various activities.
4. Demonstrates appropriate safety, handling, storage, and marking techniques of all cleaning and sterilizing chemicals.
5. Replace light bulbs in classrooms and corridors as needed.
6. Keep grounds free from rubbish in order to maintain buildings in an attractive state.
7. Mow and trim grass as needed.
8. Perform minor carpentry/maintenance work as needed.
9. Repair lighting fixtures, electrical apparatus, wiring and similar electrical elements in all district owned facilities as needed.
10. Implement EPA standards relative to environmental waste.
11. Advise the head maintenance director of any potentially hazardous situation in or on district owned property immediately.
12. Prepare athletic fields for school approved activities when needed.
13. Maintain necessary cleaning supplies as needed in custodial closets.
14. Cooperate with the building principals in daily cleaning and maintenance of the school buildings.

15. Empty trash from classrooms and corridors daily.
16. Clean blackboards and white boards in classrooms as needed.
17. Wash windows in classrooms and corridors monthly.
18. Dust classrooms and equipment located in classrooms weekly.
19. Sweep or vacuum classrooms daily.
20. Assist in preparing the gymnasium for events and cleaning after the conclusion of the event.
21. Perform other appropriate duties as assigned by Maintenance Director.

TERMS OF EMPLOYMENT: Twelve months, commencing July 1 and ending June 30.
An eight-hour workday and 40 hour workweek. Non-work days to be identified annually. Salary to be determined annually by the Board of Education.

EVALUATION: Performance of this position will be evaluated annually in accordance with Board Policy on evaluation of classified personnel.