

**MSAD #28  
JOB DESCRIPTION**

**CUSTODIAN**

**QUALIFICATIONS:**

1. High School Diploma or Equivalent
2. Demonstrated aptitude or competence for assigned responsibilities
3. Ability to interact appropriately with students, staff, and community

**DESIRED QUALIFICATIONS:**

1. Basic knowledge of OSHA safety requirements
2. Custodial experience in a K-12 setting

**REPORTS TO:** Transportation Director

**JOB GOAL:** To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn and develop

**PERFORMANCE RESPONSIBILITIES:**

1. Keeps building and premises neat and clean at all times.
2. Shovels, plows, and sands walks, driveways, parking areas, and steps, as appropriate.
3. Checks daily to ensure that all exit doors are open, and all panic bolts are working properly during the hours of building occupancy.
4. Raises and lowers the U.S. flag at appropriate times.
5. Makes minor building repairs.
6. Reports facility damage and major repairs needed promptly to the Operations and Maintenance Director.
7. Opens and closes the building each school day.
8. Informs the Operation and Maintenance Director or Head Custodian or Shift Leader when supplies are needed.
9. Moves furniture or equipment within buildings as required.
10. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
11. Complies with state and federal laws on storage, handling, and disposal of hazardous materials.
12. Works cooperatively, respectfully, and in a supportive manner with all co-workers and other staff.
13. Works cooperatively and demonstrates good communication skills with administrative and supervisory personnel and responds appropriately to directions and requests.
14. Participates in professional growth activities in order to have the knowledge required to perform the job successfully.

**LEGAL AND ETHICAL DUTIES:**

1. Maintains confidentiality about all aspects of employees, students, and personnel written and oral records.
2. Demonstrates a respect for the legal and human rights of students, co-workers, instructors, and other staff.
3. Follows health and safety procedures established by the district.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information, and to follow verbal or demonstrated instruction.
2. Physical ability to perform all necessary upper and lower body movement. Employment physical and back screening required at time of hire and at other time per the discretion of the Director or Superintendent.
3. Ability to talk, hear, see and speak.
4. Ability to do reaching, eye-hand coordination, stooping, mopping (repetitive motion), vacuuming, climbing ladders and lifting of 50 pounds on a regular basis, occasionally more.
5. Ability to use different chemicals (cleaning, stripping wax, floor finish, paints and solvents).
6. Ability to write messages and to perform basic mathematics.
7. Ability to communicate using school provided computer and email account.
8. Demonstrate the ability to communicate effectively.

**TERMS OF EMPLOYMENT:** As specified by contract

**EVALUATION:** Performance of this job will be evaluated in accordance with this document and the Operations and Maintenance Director

**History:**

Approved: March 20, 2013

Updated: September 30, 2019