

LISBON SCHOOL DISTRICT CUSTODIAN JOB DESCRIPTION

Qualifications:

1. Possess the physical condition and strength necessary to perform required duties.
2. Possess the ability to work alone without constant supervision.
3. Able to repair or maintain machinery and equipment, such as, electrical repair, plumbing, carpentry, grounds, etc.
4. Good planning abilities.
5. Able to check parts catalogs, blueprints and repair manuals.
6. Ability to operate power tools and electronic devices.
7. Possess the ability to work cordially with and around students without fraternizing.
8. Possess the ability to work agreeably with other staff and the various public served by Lisbon Grade School.
9. Possess pleasant personality and neat appearance following the dress code as required for other staff members.

Reports To: Superintendent

Areas of Responsibility: Entire school and adjoining grounds.

Job Goal: Maintain and upgrade the entire school, equipment and grounds for a safe and barrier free environment necessary for the best learning atmosphere for the youth of the community.

Basic Duties:

1. Assist any member of the staff to keep the school facilities and grounds well maintained and in a safe manner.
2. Help pull out bleachers and move heavy athletic equipment when needed for activities.
3. Snow removal in winter and lawn care in summer.
4. Be responsible for maintaining a clean, inviting physical appearance of the buildings and grounds.
5. Be responsible for reporting unsafe conditions or malfunctions of the

school to the superintendent.

6. Comply with reasonable requests from teachers and students in preparation for activities held in the school facilities and on school grounds.
7. Only loan school property, unlock building or loan keys to individuals or organizations who have permission from the superintendent.
8. Be responsible for all supplies and equipment necessary for custodial work.
9. Provide any maintenance service needed to maintain all educational facilities and grounds in a smooth, orderly, clean, safe and well-organized state.
10. Sidewalks are to be swept as needed, mats removed and cleaned underneath and replaced.
11. Windows should be washed inside and outside, as needed in order to preserve clear glass. This will include glass doors and windows in the office.
12. Corners of the entire building should be vacuumed or dusted often, particularly before mopping or re-waxing.
13. Bookshelves and other fixtures shall be dusted in order to give a neat appearance.
14. Floors of the building shall be kept free from dirt and debris, swept daily, and damp mopped daily in hallways, classrooms and offices.
15. Restrooms shall be washed regularly, fixtures sanitized daily with clorox solution or like products. Tile and stall shall be washed as needed. The paper supplies will be checked daily.
16. Chalkboards will be cleaned as per teacher request.
17. Storage areas shall be kept clean and free of debris at all times, with equipment in good condition and repair.
18. The hallways need to be buffed on a weekly basis.
19. All garbage shall be disposed of daily, wastebaskets washed and replaced in the classrooms when necessary.
20. All supplies shall be kept on hand and replaced when needed. Notify office of needs.
21. Gymnasium floor shall be swept daily and seats dusted frequently to keep a neat appearance at all times.
22. All entrance rugs shall be vacuumed daily to increase life of rugs.
23. It shall be the duty of the custodian to lock all doors, close windows, check all lights and restrooms and turn down the heat and air conditioning before closing the building each evening.
24. Light bulbs shall be replaced as needed by the custodian.

25. Any maintenance, which is called to the custodian's attention by the teachers or superintendent, shall be performed within his/her capabilities.
26. Must present himself/herself in a positive manner and present a helpful attitude in dealing with the staff and public at all times.
27. Other duties/responsibilities as assigned.