

## **GORHAM SCHOOL DEPARTMENT**

**TITLE:** Building Custodian

### **QUALIFICATIONS:**

1. Evidence of satisfactory experience and knowledge of both operation and safety in building cleaning as well as in using custodial equipment and cleaning chemicals.
2. Must hold a valid Maine drivers license, as some travel between schools may be required.
3. Must be able to understand and follow written and oral instructions and have the ability to use basic math for all units of measure.
4. Ability to use machines, tools, equipment and work aids associated with this type of work.
5. Must have the ability to establish and maintain effective working relations with staff and students.
6. Must have a work history demonstrating dependability and reliability.

**REPORTS TO:** Director of Facilities Management, Facilities Management Foreman

**JOB GOAL:** To provide general custodial services to ensure our schools are a safe, clean environment for students, staff and the general public.

### **RESPONSIBILITIES:**

1. Must demonstrate safe work habits, including the proper care, use and safety of all hazardous materials, chemicals and equipment.
2. Must have the ability to work with minimal supervision.
3. Orders and maintains sufficient custodial supplies to maintain the building for which they are responsible.
4. Fulfill responsibilities for the cleaning and care of the interior and exterior of the building. This includes window washing, snow removal, sanding, litter and debris removal, weed trimming, and painting and general yard work.
5. Insure compliance with all Gorham School Department safety rules, including fire safety rules and clean up/containment of blood borne pathogens.
6. Keep exits clear of banners, materials, furniture and equipment and corrects or reports any safety concerns or faulty equipment immediately to his/her immediate supervisor in writing
7. Fulfills responsibility for the cleanliness and upkeep of the restrooms, cafeteria, gyms, classrooms, offices, public areas, teachers' rooms, portable classrooms, corridors and other areas as may be assigned.
8. Performs other duties as assigned by the building administrator.

**WORK YEAR:** Twelve-month year. Salary and benefits to be established by the School Committee.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012