

**WESTPORT COMMUNITY SCHOOLS
WESTPORT, MASSACHUSETTS
Job Description**

TITLE: General Custodian - all shifts including floater

QUALIFICATIONS:

1. Certification of good health signed by a licensed physician.
2. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
3. Previous experience in facilities cleaning preferred.
4. High School diploma or equivalent required.
5. Valid motor vehicle operator's license.
6. Ability to read and write English.
7. Ability to follow instructions and complete tasks in a timely fashion.

The School Committee reserves the right to waive any of the above in the best interest of the school system.

REPORTS TO:

Supervisor of Facilities (or designee during shifts when Supervisor is not present)

JOB GOAL:

To provide students with a safe, attractive, comfortable, clean and efficient learning environment.

PHYSICAL REQUIREMENTS:

Constant moderate physical effort is required, with occasional strenuous effort demanded. Position requires extensive walking, reaching, standing, stooping and climbing when performing functions. Occasionally required to lift, move, and/or push furniture and equipment which may weigh a minimum 30 pounds or up to 150 pounds with assistance. Physical agility required to access all areas to be cleaned. May require the ability to work on ladders, staging, and scaffolding. May spend entire shift engaged in physical activity.

GENERAL DUTIES AND RESPONSIBILITIES:

(Duties and responsibilities may vary depending on shift assignment.)

1. Cleans equipment regulating heat, ventilation, air-conditioning to ensure economical use of fuel, electricity, and water.
2. Replaces bulbs and shades as directed or as needed.
3. Participates in the upkeep of grounds.
4. Participates in snow and ice removal.
5. Participates in general cleaning of the school building and equipment, including sweeping, dusting, washing, vacuuming, polishing, and waxing, as well as painting, and minor repairs.
6. Cleans corridors after school each day, and during the day when their condition requires it.
7. Scrubs, hoses down, and disinfects toilet floors daily, and sanitizes all bathroom fixtures and drinking fountains daily.
8. Washes all windows on both the inside and outside.
9. Keeps the grounds, especially school entrance areas, free from rubbish.

10. Performs such yardkeeping chores as grass cutting and tree trimming as directed, to maintain the school grounds in a safe and attractive condition.
11. Cleans all chalkboards at least once a week.
12. Reports repairs and hazards promptly to his/her supervisor.
13. Moves furniture or equipment within buildings as required for various activities and as directed by the principal or his/her supervisor.
14. Reports any damage, hazard, intrusion, or vandalism promptly to his/her supervisor.
15. Participates in prevention practices to avoid environmental hazards.
16. Assists in making emergency repairs or services as needed.
17. Raises and lowers flags daily.
18. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights--except those left on for safety reasons--are turned off.
19. Stores and keeps an inventory of supplies, equipment, and requisitions such needed replacements from his/her supervisor three days in advance of need.
20. Keeps a daily log of the conditions and functioning of equipment. Immediately reports malfunction and problems to his/her supervisor.
21. Complies with federal, state, and local laws for the storage and disposal of trash, rubbish, and waste.
22. Practices sound energy conservation measures.
23. Practices sound fire prevention and fire safety practices and reports any fire hazards to his/her immediate supervisors
24. Assists the Maintenance Department on removal or installation of equipment as needed.
25. Regular, reliable attendance.
26. Performs other related duties and work assignments as requested by his/her supervisor or building principal.

FAIR LABOR STANDARDS ACT CLASSIFICATION:

Nonexempt

LANGUAGE SKILLS:

Knowledge of the structure and content of the English language. Ability to read and interpret documents such as rules, policies, instructions, correspondence, and procedures. Ability to write routine reports and correspondence. Ability to speak effectively to employees, students, and the general public.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

The position requires an individual to work inside a classroom setting where noise level in the work environment is usually moderate. This position also requires an individual to work on a school bus setting where the noise level in the work environment can be moderately high.

TERMS OF EMPLOYMENT:

As per collective bargaining agreement between the Westport School Committee and AFSCME Council 93, Local 2667.

EVALUATION:

Evaluation will be in accordance with district policy and collective bargaining agreements.

Approved by: _____ Westport School Committee

Date: January 22, 2001

Revised: February 29, 2016

Reviewed and agreed to by: _____

Date: _____