

**Job Description  
SUPPORT STAFF – CUSTODIANS**

**Custodians report to building principal and are responsible for the repair and maintenance, cleanliness and safety of the school and grounds they are assigned to. Their mission is to maintain the school's facilities in a condition of cleanliness and safety.**

The following guidelines may be amended as necessary by the school administration:

1. Days when school is to be in session, the a.m. custodian shall be at the school building at such an hour as will insure a comfortable temperature at the time the pupils arrive at the school. A comfortable temperature is to be maintained while school is in session.
2. During the school day, the custodian shall not be absent from the school building unless otherwise directed or approved by the administration.
3. On Saturdays, Sundays and legal holidays, a custodian shall check the school to make sure the heating system is operating properly, the water pipes and plumbing system are free from ice, and the building is secure. (Teacher workshop and meeting dates are not holidays.)
4. On weekends or holidays custodians should complete work that cannot conveniently be done during the regular week. This will require prior approval from the principal.
5. Before each vacation, the custodian(s) should coordinate with and receive approval from the building principal for work to be done. Summer work hours may be altered by mutual agreement of the custodian(s), the principal, and the Superintendent. Vacation days must be approved and coordinated so that the building is covered at all times.

The following duties may be amended as necessary by the school administration:

1. Clean, treat, paint/varnish floors as needed or as directed.
2. Dust classrooms and corridors including doors, windows and baseboards.
3. Clean classroom furniture and equipment at least once each week.
4. Disinfect drinking fountains daily.
5. Disinfect and clean all toilet seats daily. Replace supplies in bathrooms.
6. Close and lock all windows and doors each night.
7. Clean windows as needed/directed.
8. Dispose of waste paper, cartons and other waste materials during normally scheduled trash disposal days. Recycle whenever possible.
9. Fly the United States flag and the State of Maine flag on such school days as weather will permit.
10. Keep entranceways free from snow and ice.
11. Report damage to the Principal.
12. Report needed repairs to the buildings, grounds, and equipment to the Principal.
13. Do minor repairs/improvements as necessary and inform the Principal when appropriate, i.e. continual repair of the same item.
14. Keep supply rooms and storerooms clean and in order.
15. Keep the school grounds neat and clean.
16. Perform pest management duties as assigned by building principal.

**JONESPORT SCHOOL DEPARTMENT**

***NEPN/NSBA FILE: GDL***

17. Walk the perimeter of the school at the beginning of work schedule and police as needed.
18. Perform work at heights up to 12 feet using ladders and/or scaffolding for purposes of clean, changing bulbs, installing new basketball nets, etc.
19. Delivers items to teacher's rooms and help assemble items when needed.
20. Perform other duties as assigned by the Principal/Superintendent.

Physical Demands: Custodians must be able to stand, walk, bend, lift items up to 50 pounds, and do work that requires hand and arm strength, twisting of the neck and torso and be able to climb a ladder. Person should be physically able to shovel snow, run a lawn mower and be able to push/pull items like lunch tables, bleachers and scrubbing machines.

Legal References: Americans with Disabilities Act 1990

DATE ADOPTED: July 1, 2003

DATE REVISED: June 3, 2015