



East Lyme Public Schools Position Description

Position Title:	Custodian	
Department:	Facilities Department	
Reports To:	Head Custodian	
Approved By:	Superintendent of Schools	Date: February 17, 2017

SUMMARY:

Will provide general cleaning and floor care service using a variety of specialized chemicals and equipment. Will work in a variety of environments, working from a schedule identifying specific areas and tasks to be completed each shift. Custodians may be required to cover other areas in the event of a co-worker's absence, or work additional hours or on weekends if needed to meet service requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Sweeping, dust/wet mopping, vacuuming, scrubbing, stripping, refinishing, buffing hard surface floors, cleaning of carpeting.
- Cleaning of furniture, including desks, filing cabinets, lockers, chairs, etc. Spot and project cleaning of walls, windows, light fixture, vents, etc.
- Restroom cleaning, including fixtures, supply dispensers, commodes, showers/tubs, etc.
- Trash collection and removal to dumpsters; clearing of containers.
- Snow removal and dispensing of ice-melt chemicals.
- Complies with established regulatory, safety and risk management guidelines.
- Light maintenance to include, but not be limited to, routine service of custodial related equipment and also the replacement of light bulbs as required.
- Touch up painting as required.
- Performs other related duties as assigned.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND EXPERIENCE:

High School Diploma or general education degree (GED). Experience in institutional cleaning is desired but not required. On the job training is provided.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules (Custodian), operating and maintenance instructions, and procedure manuals.

MATHEMATICAL SKILLS:

Ability to add, subtract, and multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

OTHER SKILLS AND REQUIREMENTS:

Ability to perform duties with awareness of all district requirements and Board of Education policies. Must be able to understand/follow basic safety precautions involved in the use of cleaning chemicals. Must be able to understand and follow a work schedule and complete assigned tasks in the time allotted.

PHYSICAL REQUIREMENTS:

The physical requirement described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy physical effort (lift/carry up to 50 lbs.). Prolonged, extensive, or considerable standing/walking. Pushes/pulls or moves/lifts heavy equipment/supplies. Manual dexterity and mobility. Considerable reaching, stooping, bending, kneeling, crouching.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENTAL CONDITIONS:

Temperature changes: variations in temperature from hot to cold
Noise: sufficient noise to cause distraction or possible hearing loss
May be exposed to extremes of heat and cold in all weather conditions.

WORKING CONDITIONS:

Subject to electrical hazards
Exposed to hazards from electrical/mechanical power equipment
May be exposed to toxic chemicals
Subject to hazards of flammable, explosive gases
Subject to burns and cuts
Subject to injury from moving parts of equipment
Works in precarious or high locations (ladders, scaffolding, etc.)
May be exposed to staff, student and vendor elements
Exposed to hot or noisy equipment
Exposed to hot and humid work environment
Exposed to hazards of steam and heat
Occasionally subjected to irregular hours

REQUIRED PROTECTIVE EQUIPMENT:

Eye Protection
Protective Gloves
Ear/Hearing Protection

The information contained in this job description is for compliance with the Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.