

HAMILTON SOUTHEASTERN SCHOOLS

JOB DESCRIPTION

POSITION: CUSTODIAN

QUALIFICATIONS: Must be able to lift up to 50 pounds with or without accommodation;
Must be able to work without close supervision.

JOB GOAL: To create a clean and healthy atmosphere for students and promote the educational process by maintaining a proper environment for students and staff.

Reports to: Principal

PERFORMANCE RESPONSIBILITIES:

1. Keep building and premises, including sidewalks, driveways and play areas neat and clean at all times.
2. Shovel, plow and/or sand walks, driveways, parking areas and steps as appropriate.
4. Check daily to insure that all exit doors are locked, except those designated to be unlocked and all panic bolts are working properly during the hours of building occupancy.
5. Sweep, dust, clean, disinfect and keep areas free from rubbish in areas specified by had custodian.
6. Inventory supplies, unlock and secure facility as needed, move equipment and furniture as needed, comply with local laws for disposal of trash, chemicals and waste.
7. Arrive to work on time. Return from scheduled breaks on time. Follow appropriate procedures to request leave time. Refrain from excessive absence from work.
8. Conduct themselves in an appropriate manner in the presence of students and faculty.
9. Other related duties as assigned by building principal or head custodian.

PERSONAL AND PROFESSIONAL RESPONSIBILITIES:

1. Nurture a positive relationship with super-ordinates, subordinates and peers.
2. Demonstrate respect for super-ordinates, subordinates and peers.
3. Support corporation decisions and direction relative to matters of policy and administrative directives. Work as a team player.
4. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
5. Address concerns and offer suggestions in an appropriate and confidential manner.