

BARNSTEAD SCHOOL DISTRICT
Custodian

TITLE: Custodian

QUALIFICATIONS:

- High School Diploma or equivalent.
- Excellent communication skills.
- Ability to work well with students, staff, and public.
- Ability to work independently without close supervision.
- Ability to accept direction and constructive criticism.
- Sensitivity to varying needs of the school community.
- Willingness to participate as a team member.

REPORTS TO: Director of Maintenance and Facilities

TERMS OF EMPLOYMENT: Salary and benefits as established by the Barnstead School Board, Category I.

EVALUATION: Annual performance evaluation by the Director of Maintenance / Principal.

RESPONSIBILITIES:

- Cleans and maintains designated areas of main building as follows:
 - empty trash
 - dry mop classrooms and halls
 - vacuum rugs
 - clean bathrooms, toilets, floor and walls nightly
 - dust as needed
 - buffing of halls and classrooms
 - sweep and mop gym floor
 - clean cafeteria and kitchen, dry mop and wash floor nightly
 - wash windows, vacuum, dust, and clean offices
- Sets up for functions (Board meetings, faculty committee and team meetings, community meetings, dances, sporting events, etc., as requested by facilities manager and administration in coordination with the school calendar).
- Secures building and activates security alarm as designated.
- Performs maintenance and summer cleaning duties in accordance with established schedules.
- Performs grounds-keeping duties in accordance with established schedules and procedures.
- See that walks, driveways, and steps are free from ice and snow.
- See that the United States and New Hampshire State flags are properly displayed and taken down at the school on school days.
- Clean corridors after each school day and during the day when conditions require it.

- Wash and disinfect toilet floors daily. Clean drinking fountains, urinals, toilet bowls, and other fixtures daily, using such materials as will keep them in a clean and sanitary condition.
- Wash all windows on both the inside and outside as needed.
- Keep all grounds free from rubbish and be responsible for cutting the grass, trimming trees and shrubs, and general maintenance of the lawn and grounds around the building.
- Keep all floors in an attractive and clean condition. Wash and/or strip and wax all floors at least twice each year, more often if such is required to keep floors attractive and in a good state of preservation.
- Clean all blackboards/whiteboards as needed.
- Make minor building repairs and report needed major repairs promptly to the Director of Maintenance.
- Report immediately to the Director of Maintenance or Principal any damage to school property.
- Be on duty in the building when entertainment or athletic events are given outside of regular school hours, if such is requested by the Principal or Director of Maintenance.
- Responds to emergency cleaning and maintenance needs as situation demands.
- Maintains confidentiality of information regarding students and staff.
- Complies with all policies and procedures established by school board and school administration.
- Performs other duties as assigned by supervisor and/or school administration.

(Adopted: 05/21/02)

(Revised and First Reading: 03/14/13)

(Second Reading: 3/26/13)

(Third Reading: 04/02/13)