



# Region 10 Technical High School

## REGION TEN TECHNICAL HIGH SCHOOL CUSTODIAN JOB DESCRIPTION

### **QUALIFICATIONS:**

1. High School Diploma or GED
2. Working knowledge of custodial duties and equipment
3. Demonstrates competency and experience in all areas of service/responsibilities
4. Holds current Maine School Bus Driver License (class B with P & S endorsements) or can get one in six months. Transportation is needed for school field trips a few times a year.
5. Must hold a CHRC

### **REPORTS TO:**

Maintenance Working Foreman, Building Administrators or Designee

### **PERFORMANCE RESPONSIBILITIES:**

1. Keeps the interest of the students and staff foremost in all aspects of the job.
2. Keeps the building and premises, including sidewalks, parking lots, entrances, and play areas neat and clean.
3. Maintains grounds, including mowing, pruning, plowing, shoveling, sanding and general pick-up as needed.
4. Sweeps or vacuums classrooms, empties trash and cleans all areas and equipment. Refills all hand soap, sanitizers, and paper products as needed.
5. Scrubs and disinfects toilets, urinals, floors, all sanitary fixtures and drinking fountains daily.
6. Washes windows inside and out on a regular basis or more frequently as needed.
7. Promptly reports any damages, safety issues or repairs needed to your supervisor or Superintendent/Director.
8. Completes procedures to set up for functions such as board meetings, opening house, etc.
9. Follows proper safety procedures when operating equipment and complies with safety, OSHA and EPA regulations. Maintains that tools and equipment are in good working orders.
10. Utilizes all safety precautions when moving and lifting equipment and furniture.
11. Displays the poise of a disciplined person: is tactful in dealing with others, is resourceful and self-reliant, demonstrates respect for self and others, accepts feedback and follows instructions.
12. Maintains an open line of communication with the Maintenance Working Foreman, Superintendent/Director, teachers and administrative staff.
13. Maintains a regular schedule to ensure that daily work is performed, has regular attendance and is punctual with assignments given.
14. Has flexible hours when needed for necessary field trips during the school year.
15. During the summer, completes thorough cleaning of assigned areas, including dusting, painting stripping floors and other assigned duties.
16. Performs all related duties as assigned deemed necessary by the Maintenance Working Forman, Superintendent Director and building administration.



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## **ESSENTIAL FUNCTIONS:**

1. Read with comprehension, write and calculate accurately
2. Read and understand the policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Communicate effectively with staff, students and the community.
5. Ability to multi-task when there are distractions.
6. Ability to work under pressure to successfully meet deadlines.
7. Lift up to 50lbs.

## **LEGAL AND ETHICAL DUTIES:**

1. Maintain confidentiality on all aspects of student information.
2. Demonstrates a respect for the rights of the students, parents and staff.
3. Consistently follows health and safety precautions.
4. Arrives and departs punctually, notifying supervisor about absences promptly.
5. Demonstrates loyalty, dependability, integrity and other ethical standards.
6. Follows proper chain of command when concerns arise and exercises confidentiality of privileged information relating to school matters.
7. Always observes the school policies.
8. Meets and follows all State and Federal laws and regulations.

## **EVALUATION:**

Maintenance Working Foreman will evaluate the performance of this job annually in accordance with this document.

## **POSITION:**

Non-Exempt, Full time, 2<sup>nd</sup> shift, and year-round.

## **Competitive Pay and Benefits**

**AA/EOE** Region 10 Technical high School does not discriminate in its education and employment programs on the basis of age, race, color, national origin, gender, handicap, religion, marital status, and complies with Title VI of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990