

ANDOVER BOARD OF EDUCATION
Andover, CT 06232

JOB DESCRIPTION: CUSTODIAN

- QUALIFICATIONS:**
1. Demonstrated health/physical competence for assigned responsibilities.
 2. High school diploma or demonstrated equivalent of literacy skills.
 3. Demonstrated mechanical skill and aptitude to operate and maintain equipment as required, and to conduct such minor building repair/improvement as may be required.

REPORTS TO: Principal, Head Custodian, or other administrative head designated by the Superintendent of Schools

SUPERVISES: Such assistants or helpers as may be assigned from time to time.

JOB GOAL: *To provide students and staff with a safe, attractive, comfortable, clean, and efficient place in which to learn, grow, and develop.*

PERFORMANCE RESPONSIBILITIES:

- A. Keep building and premises, including sidewalks, parking lots, driveways, and play areas, neat and clean at all times.
- B. Shovel, plow, and/or sand walks, driveways, parking areas, and steps, as appropriate.
- C. Sweep classrooms daily and dust furniture.
- D. Clean corridors each school day.
- E. Wash down and disinfect toilet floors daily. Clean all sanitary fixtures and drinking fountains daily.
- F. Wash all windows, on both the inside and outside, at least twice each year, and more frequently if necessary.
- G. Keep grounds free from rubbish.
- H. Keep all floors in a clean and attractive condition, and in a good state of preservation.
- I. Clean all chalkboards and whiteboards as requested.

JOB DESCRIPTION: CUSTODIAN (continued)

PERFORMANCE RESPONSIBILITIES (continued):

- J. Report major repairs needed promptly to the Principal or Head Custodian.
- K. Report immediately, to the Principal or Head Custodian, any damage to school property.
- L. Remain on the school premises during school and during non-school hours when the use of the building has been authorized and attendance required by the Principal.
- M. Assume responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except for those left on for safety reasons, are turned off.
- N. Conduct an ongoing program of general maintenance, upkeep, and repair.
- O. Move furniture or equipment as required for various activities and as directed by the Principal or Head Custodian.
- P. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
- Q. Assume such other incidental duties as may be required from time to time.
- R. Set up and take down needed furniture and equipment for special events.
- S. Assist outside groups using the building as necessary.
- T. Other appropriate responsibilities as assigned by the Head Custodian.

**TERMS OF
EMPLOYMENT:**

Hours and work year to be established by the Board, consistent with state law and any applicable collective bargaining agreement.

EVALUATION:

Performance of this job will be evaluated by the Principal, Head Custodian, or other designated administrative head in consultation with the Superintendent of Schools.