

**POSITION DESCRIPTION  
COLCHESTER SCHOOL DISTRICT**

**POSITION:** Custodian  
**DEPARTMENT:** Maintenance & Custodial Department  
**REPORTS TO:** Lead Custodian  
**CLASSIFICATION:** Non-Exempt (hourly), Grade A  
**PURPOSE:** The Custodian is expected to provide a clean and healthy atmosphere for all students and employees. They will collaborate with building administrators, as appropriate.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Clean building floors: vacuum, sweep, dust mop, wash, strip, wax and buff
- Clean and stock bathrooms, change and clean shower curtains
- Wash and clean windows, walls, chalkboards, trash cans, water fountains and sinks
- Dust furniture, fixtures, and woodwork
- Move furniture, equipment, and supplies
- Provide set up and break down of cafeteria, gymnasium, auditorium or other spaces for special events
- Empty trash receptacles and pick up litter in and around buildings
- Repair/replace ceiling tiles; replace light bulbs, change clocks
- Remove snow from immediate walks and exits and spread snow melting chemicals
- Provide routine grass trimming and leaf raking near building entrances
- Unload materials from delivery trucks
- Assume responsibility for general security of building assigned, ensure all exit doors are secure and are working properly during building occupancy
- Adhere to work safety and security procedures
- Report safety hazards and any damage to school property to Lead Custodian, Maintenance & Custodial Foreman or Building Principal as soon as possible
- Promptly report major repairs needed to Lead Custodian and Maintenance & Custodial Foreman; perform minor and/or emergency repairs
- Exhibit commitment to the School District's Vision Plan

**Job Knowledge, Skills, and Abilities**

- Knowledge of equipment operation and fire/safety codes
- Determining the kind of tools and equipment needed to do a job
- The ability to work independently with little or no supervision
- The ability to read and comprehend simple instructions, short correspondence and memos
- The ability to understand and carry out detailed written and oral instructions
- The ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, staff, administrators, parents and representatives of outside organizations
- The ability to work cooperatively and effectively with peers, supervisors, parents and outside agencies
- The ability to be dependable, punctual, and to take the initiative

**TOOLS/TECHNOLOGY REQUIREMENTS:**

Hand sprayers, Vacuum cleaners, Floor polishers, Dust mops, Carpet cleaning equipment, Ladders, Brooms, Safety glasses, Shovels, Pressure or steam cleaners, Squeegees or washers, Floor scrapers, Wet mops, Mop wringer, Protective gloves

**DESIRED QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- High School Diploma (or GED or High School Equivalence Certificate)

**PHYSICAL/MENTAL DEMANDS:**

- Frequently moves equipment/objects weighing up to 50 pounds (bleachers, tables, chairs, etc.) from one location to another
- Must be able to stay in a stationary position 90% of the time
- Must be able to effectively and efficiently operate under stressful situations including managing multiple priorities

**WORKING CONDITIONS:**

Work is performed both inside and outside (outside work is performed in variable weather conditions including heat, cold, wind, snow, and rain). Noise levels often warrant the use of protective equipment  
Tasks can involve working at height (off the ground). Potential exposure to chemical and exhaust fumes, airborne particles (dust and dirt), and vibrations.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.