

**WINOOSKI SCHOOL DISTRICT  
WINOOSKI, VT 05404**

JOB DESCRIPTION

TITLE: Custodian

QUALIFICATIONS:

1. Appropriate prior custodial experience
2. Physically capable of doing the work required
3. High School Diploma or equivalent
4. Supporting references.

REPORTS TO: Head Custodian

GOAL: To provide students/employers with a safe, clean, and attractive place in which to learn, play, develop and work.

PERFORMANCE RESPONSIBILITIES:

1. Daily inspects the parking lot, walkways, lawn area and playfields as one reports for or leaves work for broken glass, rubbish, or items that need repair. Reports all problems to the Superintendent's Office.
2. Clean on a daily basis (or as otherwise determined), all assigned areas. For example:
  - a) Sweep classrooms and vacuum rug areas on a daily basis.
  - b) Dust and clean furniture and shelves excluding teacher's desk on an as needed basis, but not less than once a week.
  - c) Clean tops of hall lockers on a daily basis.
  - d) Scrub and disinfect toilets and urinals and all sanitary fixtures daily.
  - e) Drinking fountains cleaned daily.
  - f) Clean all chalkboards at least once a week when it is free form material or writing.
  - g) Makes such minor equipment, furniture, building repairs as he/she is capable of completing.
  - h) Keep all floors in a clean and attractive condition and in good state of repair by wet mopping, spray waxing, replacing broken tiles, and shampooing on a regular basis.

NOTE: See attached list for greater detail
3. Cleans, oils and changes filters every six months in all unit ventilators and air exchangers.
4. Shovels and sand walks and other areas as assigned.

5. Checks daily to ensure that all exit doors and all panic hardware is in working order.
6. Checks and initials all fire extinguishers in his/her area on a monthly basis. Reports at once any discrepancy to the Head Custodian.
7. Maintain the area directly adjacent to the assigned building free from rubbish.
8. Reports need for repairs that he/she cannot handle promptly to the Head Custodian.
9. Maintains on a regular schedule all motors and other mechanical or custodial equipment requiring cleaning or schedule servicing.
10. Prepares immediately the proper form to report any damage, break-in, or vandalism of school property and reports to the Head Custodian.
11. Remains on the school premise during school hours and during non-school hours when the use of the building has been authorized by the proper authority and his/her attendance is required.
12. Assumes responsibility for the closing of he/her area and the building each school day or when assigned other than school times and for determining before leaving that all doors and windows are secured and all lights except those left on for safety reasons are turning off.
13. Assumes responsibility for his/her shift that lights are on only in the immediate area that he/she is working and that all other lights except those needed for safety reasons are turned off when not needed.
14. Keep an accurate inventory of his/her supplies and equipment on hand and requisitions such needed replacements from the Head Custodian far enough in advance to insure delivery on time, so that the custodian will not be hindered in his/her duties.
15. Complies with federal and local laws and procedures as instructed for the storage and disposal of trash, rubbish, chemical and other waste.
16. Conducts periodical inspections (at least monthly of all electrical installations in his/her area to insure that they are in a safe condition and will report at once any problems to the Head Custodian.
17. Performs other annual and or periodic duties as assigned.

NOTE: Work areas and/or tasks will be assigned by the Head Custodian in a manner in which best serves the needs of the District.

TERMS OF EMPLOYMENT:        Salary and work year to be established by the Board

EVALUATION:        Performance of this job will be evaluated in accordance with  
provisions of the Board's on Evaluation of Support Services  
Personnel

Custodian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED BY BOARD OF SCHOOL TRUSTEES 7/12/94.