



## Fort Cherry School District

### Job Description

**Title:** Custodial Maintenance

**Overview:** Employee shall lead in the performance of all installation, maintenance, and repair duties for building(s) and surrounding grounds in the School District as assigned and directed by the Director of Facilities, District Administrator, and/or designee.

This position includes, but not limited to installation, operation, maintenance, and repair of all facilities and grounds (including but not limited to the performance of cleaning, sanitizing, custodial, and ordinary labor duties as directed); the operation and repair of vehicles, landscaping equipment, or the like; the performance of repair/replacement work of District equipment and/or parts thereof (including but not limited to the operation of mechanical devices and services); continual monitoring of safety and security of the building and grounds; and the overseeing of building custodial needs, inventory and/or supplies.

It is expected that each employee will work to safeguard the School District grounds, facilities, and property in promoting a safe, secure, and educationally sound environment.

**Location:** Assigned Area

**Reports to:** Director of Facilities

**Supervises:** Custodial and Maintenance Staff Apprentices

**Coordinates with:** All Administrative and Supervisory Personnel of the School District  
All Employees of the School District either directly or indirectly

## **Essential Duties:**

### ***1. You will be responsible for maintaining the designated areas of the school site as allocated by the Director of Facilities.***

- Use appropriate materials to maintain, repair, and clean as instructed by the Director of Facilities
- Operate all machinery in appropriate manner to maintain building/campus cleanliness and safety
- Sweep, scrub, wax, and polish concrete, tile, terrazzo, wood, and other types of floors and stairs
- Vacuum and/or scrub carpeting
- Clean, dust, sanitize and/or wash walls, furniture, woodwork and other equipment in classrooms, offices, and other areas of the building
- Wash, scrub, and/or sanitize restrooms
- Check and refill all soap, toilet paper, and towel dispensers as necessary
- Wash and/or clean chalkboards, white boards, and/or marker boards in accordance with manufacturer's directions
- Clean windows, door glass, and other glass surfaces
- Clean and disinfect drinking fountains and other water dispensers
- Clean and polish metal work such as door panels, handles, railings, etc.
- Empty and clean waste containers and pencil sharpener
- Clean, replace, and repair light fixtures, ballasts, and bulbs both interior and exterior
- Request replacement of stained, discolored, and/or saturated ceiling tile(s)
- Move and arrange chairs, tables, desks, furniture, and other equipment as needed or directed
- Set up furniture and equipment for special events and permit groups as directed
- Once area is cleaned—close windows and doors, turn lights off, and lock door(s)
- Lock and unlock doors, entrances, classrooms, offices in accordance with school district procedures and as directed by the Building Administrators
- Maintain security of building and areas of responsibility by locking doors, windows, and gates as directed
- Perform repairs, adjustments, and replacements to building furniture, fixtures, and other applicable and/or required items
- Paint, repair, and touch-up walls, ceilings, floors, doors, and etc. as applicable and/or directed
- Check, monitor, and maintain proper heat, ventilation, and air conditioning in all areas of building; report any malfunctions immediately to Director of Facilities and/or District Administrator

- Check, monitor, and maintain boilers, water, compressors, emergency power, and the like; report any malfunctions immediately to Director of Facilities and/or District Administrator
- All defects/hazards must be immediately reported to Director of Facilities and/or District Administrator
- Remove all disposals from building and deposit in the dumpster; clean all debris around dumpster area
- Maintain equipment in clean and operable condition through appropriately cleaning, storing, and replacing
- Unload, move, and store supplies, furniture, equipment, etc. as directed
- Maintain outdoor flag and flag pole
- Maintenance cleanliness around building and District campus by picking up leaves, debris, and litter
- Cut/trim/manicure landscaping, grounds, and/or arboris
- Remove snow/ice from walks, steps, and entryways; keep all building exits clear and accessible; operate snow removal equipment as necessary
- Maintain organization and cleanliness of all supply, storage, and maintenance rooms
- Monitor building for any violation of fire, sanitary, and safety procedure and regulation and correct the same; report such problems to Supervisor and/or Building Principal
- Direct visitors within the building; monitor that visitors have stopped in office per check in procedures
- Submit requests for custodial supplies to Director of Facilities in a timely manner
- Comply with all safety standards
- Attend all in-service and other training programs as may be required by District Director and/or Administrator
- Complete appropriate paperwork/reports/timesheets/checklists in an accurate and timely manner
- Adhere to proper dress code for the position and/or season
- Remain on duty until employee on next shift reports to work
- Perform all other duties and assignments applicable to the position as may be directed by the Maintenance Custodian, Building Custodian, Director of Facilities, and/or District Administrator

***2. You will maintain Health and Safety procedures at all times.***

- Ensure security of the building i.e. check windows and doors are closed/locked.
- Report any faults of building mechanics and/or equipment
- Only use authorized materials, ensure the correct usage, and use only for the purpose(s) indicated

- Disinfect and sanitize all areas as needed to protect the well-being of our faculty, staff, and students
- Display warning signs in various areas if applicable, i.e. floor signs when floors are wet

***3. You will be an effective part of the District Team.***

- Work as part of a multi-disciplinary team
- Participate in training sessions as required
- Maintain school policy and procedures
- Work to the best of your ability and potential
- Communicate effectively with all members of the District and Community
- React to change productively and handle other tasks as assigned
- Maintain confidentiality
- Support the mission, vision, and belief statements of the District
- Any other responsibilities assigned by the Superintendent/Business Manager/Director of Facilities

**Qualifications and Skills:**

- High School Diploma, Associate Degree or Trade Certificate preferred
- Be able to pass a physical examination as may be required
- Demonstrate proficiency in operating hand tools, small power tools, and industrial cleaning tools
- Ability to use industrial cleaning products, tools, equipment
- Ability to work well with others and have positive attitude
- Ability to work independently and be self-motivated
- Ability to physically lift and carry supplies (approximately 40 lbs.)
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

**Terms of Employment:**

Employment obligations will be defined in the Support Personnel Collective Bargaining Agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

**Evaluation:**

Job performance will be evaluated at least annually in accordance with the provisions outlined in the collective bargaining agreement