

Rangeley Lakes Regional School

TITLE: Custodian

SUMMARY:

To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop. To provide for teachers and staff a clean safe environment in which they can perform their responsibilities. To carry out the orders and requests of the Maintenance Supervisor in a timely and professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs vacuuming in classrooms and offices, as assigned, which includes moving and aligning furniture. Dusts furniture as necessary.
- Performs complete maintenance on tile floors, including dust mopping, scrubbing, stripping, waxing, and buffing.
- Collects and disposes of all trash and garbage accumulated in the building, replaces bags and keeps waste baskets clean on a daily basis. Complies with the local laws and procedures for the storage and disposal of trash, rubbish and waste.
- Cleans and disinfects restrooms, including toilets, wash basins, urinals and floors on a daily basis.
- Performs all summer cleaning requirements, including painting, moving furniture, climbing on ladders to wash walls and light fixtures, stripping, mopping and waxing of floors, scrubbing and spot cleaning all carpets. Washes all windows on both the inside and outside at least once a year, and more frequently as necessary.
- Washes windows, including the use of ladders and power wash equipment.
- Becomes knowledgeable with and be able to operate the emergency systems such as the fire alarm panel and the security system.
- Assumes 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 those left on for safety reason, are turned off.
- Spot cleans lockers, walls in halls and stairways.
- Removes all cardboard to the appropriate recycle bin.
- Checks and replaces toilet paper, paper towels, hand soap, and hand sanitizer on an as needed basis.
- Makes such minor repairs, as she or he is capable of.
- Checks to insure that all exit doors are open and all panic hardware are working properly during the hours of building occupancy.
- Moves furniture or equipment within the buildings as required for various activities and as requested by the principal or teacher.
- Cleans corridors after school each day, and during the day when conditions require it.
- Keeps building, premises, and play areas neat and clean at all times.
- Raises the State of Maine and the United States flag at or before 7:30 AM on each school day if appropriate. Insures that the flags are lowered and folded at the appropriate time.
- Remains on school premises during school hours, and during non-school hours when the use of the building has been authorized and their attendance is required.
- Assists in the lunch and breakfast program by setting up tables when appropriate.

- Sweeps, mops and cleans up spills in the cafeteria and/or gymnasium after lunch and breakfast as needed.
- Utilizes PPE (Personal Protective Equipment) whenever necessary and follows MSDS (Material Safety Data Sheets) instructions.
- Performs additional duties as assigned by the Director of Maintenance and/or the administration.

TERMS OF EMPLOYMENT:

Full year. Salary and benefits as per Support Staff Contract.

EVALUATION:

Performance of this job will be evaluated by the Maintenance Supervisor at least once a year.

QUALIFICATION REQUIREMENT:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School Diploma or General Education Degree (GED).

LANGUAGE SKILLS:

Ability to communicate clearly and concisely both in oral and written forms. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals. Ability to write routine correspondence. Ability to speak effectively before groups of employees.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written and oral instructions. Ability to interpret diagrams and schedules. Ability to solve practical problems and deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to pass a school system physical test. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to work in a friendly manner with coworkers. Ability to perform duties with awareness of all district requirements and School Board Policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand walk, use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery.

The employee frequently must squat, stoop, or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs onto a ladder. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of his job. The employee must exercise the 2-person rule when required to lift or carry 50 lbs. Or more. The lifting restriction may vary per the individual. The employee will sometimes push and pull items such as tables, desks, scaffolds, and cabinets.

Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers and sprays and not household dust. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned. Additional duties may be assigned by the Director of Maintenance and/or the administration.

Adopted: 10.24.2005

Reviewed: 6.5.2023