

**SOMERS PUBLIC SCHOOLS
JOB DESCRIPTION**

TITLE: Custodian

REPORTS TO: Head Custodian / Building Administration

OVERVIEW: The custodian is a responsible semi-skilled labor involving the custodial care of public buildings and routine maintenance tasks.

QUALIFICATIONS:

- A. Ability to learn the methods, techniques and materials used in cleaning operations
- B. Ability to learn the operation and care of vacuum cleaners, polishing machines, and other janitorial equipment
- C. Ability to perform custodial services safely, effectively and efficiently
- D. Ability to understand and follow oral and written instructions and Material Safety Data Sheets (MSDS) Ability to understand the need for and use of Personal Protective Equipment
- E. Ability to communicate in English both verbally and in writing

DUTIES & RESPONSIBILITIES:

- A. Cleans offices, classrooms, hallways, lobbies, restrooms, corridors, stairways, kitchens and other areas Sweeps, scrubs, waxes and polishes floors, using brooms, mops and powered scrubbing and waxing machines
- B. Cleans rugs, carpets and upholstered furniture using vacuum cleaner
- C. Dusts furniture and equipment
- D. Polishes metal work, cleans and defrosts refrigerators
- E. Washes interior windows, door panels and sills
- F. Empties wastebaskets and transports trash to disposal area
- G. Cleans and sanitizes lavatories, washes floors, cleans mirrors, basins and counter tops. Replenishes bathroom supplies
- H. Mixes chemical cleaning solutions
- I. Replaces light bulbs
- J. Requests necessary supplies to perform duties and maintains routine records of supplies
- K. Secures buildings. Turns off lights and sets alarms
- L. Responsible for carrying out minor building maintenance assignments in accordance with established routines
- M. Drives to various public buildings as assigned to perform duties
- N. Removes snow, ice and debris from walks, as assigned
- O. May be required to read and complete instructions and/or checklists
- P. Other duties and responsibilities as assigned by the Superintendent of Schools

The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.

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SALARY: Salary and fringe benefits as set forth in AFSCME Custodial Contract

SUPERVISES: NA

LENGTH OF WORK YEAR: 12 Months

DATE: January 25, 2021