



HAMDEN PUBLIC SCHOOLS
HAMDEN, CT 06517

Title:

Custodian Class 10

Qualifications:

1. Certification of good health signed by a licensed physician.
2. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
3. Ability to read operating instructions and write reports.

Reports To:

Principal or the appropriate director in the absence of the principal.

Job Goal:

To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

Performance Responsibilities:

1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Operates and regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water and electricity.
3. Assists in snow removal.
4. Checks daily to insure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
5. Sweeps classrooms daily and dusts furniture.
6. Cleans corridors after school each day, and during the day when their condition requires it.
7. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
8. Washes all windows on both the inside and outside at least twice each year and more frequently if necessary.
9. Keeps the ground free from rubbish.
10. Keeps all floors in a clean and attractive condition and in a good state of preservation.
11. Makes such minor building repairs, as he/she is capable of.
12. Reports major repairs needed promptly to the Head Custodian and Principal.
13. In the absence of building Principal, due to school being closed, the Custodian will be responsible to the Director of Facilities Management.
14. Reports immediately to the principal any damage to school property.
15. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and his/her attendance is required.
16. 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 reasons, are turned off.
17. Conducts an ongoing program of general maintenance, upkeep and repair.
18. Moves furniture or equipment within buildings as required for various activities as directed.
19. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.

20. Assumes responsibility for the general security of the building.
21. Assumes other responsibilities assigned by the Superintendent.

Terms of Employment:

Twelve month year. Salary and work year to be established by the Board.

Evaluation:

Performance of the person holding this position will be evaluated annually in accordance with provisions of the board's policy on evaluation of Classified Personnel.