

VICTOR SCHOOLS

VICTOR, MT

JOB DESCRIPTION

TITLE: CUSTODIAN/MAINTENANCE

Qualifications: 1. High School Diploma

2. Demonstrates ability to perform duties assigned by supervisor.

3. Any alternatives to the above is solely up to the supervisor and the school administration.

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

Performance Responsibilities:

I. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.

II. Shovels, plows, and salts walks and steps, as directed.

III. Checks daily to ensure that all exit doors are open and all panic bars are working properly during the hours of building occupancy.

IV. Mops and disinfects bathrooms, fixtures, sinks, toilets, fountains and insures that all dispensers are full.

V. Vacuums or sweeps classrooms daily and dusts (including furniture, desk, and chairs).

VI. Cleans hallways after school each day.

VII. Washes all windows on both the inside and out when needed.

VIII. Keeps all floors in a clean and attractive condition and in a good state of preservation.

IX. Keeps all entrances in a clean and attractive condition.

X. Removes wall marks as they appear and reports to supervisor any graffiti that will not wash off.

XI. Cleans all chalkboards, trays, and erasers as directed.

XII. Makes minor building repairs as required and directed.

XIII. Reports major repairs and lengthy minor repairs to the maintenance supervisor.

XIV. Reports immediately to the superintendent or principal any damage to school property.

XV. Remains on school property during his/her scheduled work shift, also when his/her presence is required for school activities.

XVI. When assigned, assumes the responsibility for opening and/or closing of the building 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, and to make sure the alarm is set.

XVII. Moves furniture or equipment within the building as required for various activities and as directed by the administration and the maintenance supervisor.

XVIII. Complies with local and federal laws in regards to waste disposal. Empties pencil sharpeners.

XIX. Reports any heating system failure during shift.

XX. Strives constantly to promote the safety, health, and comfort of the students and employees.

XXI. Employee must work as a team to accomplish job goals in a safe manner.

XXII. Employee must have time management skills to accommodate after school functions and still complete duties.

XXIII. Employee must regularly lift 30 pounds, frequently lift 45 pounds, and occasionally lift 65 pounds. Employee must get help from another employee if lifting in excess of 65 pounds.

XXIV. Employee must be able to work on a ladder.

XXV. Other duties as assigned by supervisors.

Employment Status: At will employee. Hours and wages to be set by the maintenance supervisor.

Evaluations: Job performance will be evaluated every twelve months by the maintenance supervisor.