

COLONIAL INTERMEDIATE UNIT 20

POSITION DESCRIPTION

TITLE: Custodian, Nonpublic School and Auxiliary Services

QUALIFICATIONS: Stamina to perform custodial work.
Ability to understand and carry out oral and written instructions with a minimum of close supervision. Knowledge of general cleaning materials, equipment, and basic sanitation procedures.

REPORTS TO: Supervisor of NPSS; Coordinator of Buildings and Grounds

LOCATION: Any location in Colonial Intermediate Unit.

JOB GOAL: Performs those work functions required for the cleanliness and the operational order of buildings and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs in an efficient and timely fashion the custodial duties related to all the facilities needed to provide the Nonpublic School Services Program.
2. Performs in an efficient and timely fashion the maintenance duties related to the Nonpublic School Services Program.
3. Keeps an inventory of supplies needed to perform the custodial and maintenance duties of this position.
4. Delivers all materials, equipment, and supplies needed in the Nonpublic School Services Program to the appropriate facilities.

PHYSICAL QUALIFICATIONS:

1. Must be able to climb a ladder and work at a high elevation.
2. Must be able to lift, carry, push, and pull a weight of 50 pounds, transport it 100 yards, and lift it to shoulder height.
3. Must be able to reach over the head to retrieve/store objects, and/or crawl into confined spaces.

OTHER MAJOR DUTIES AND RESPONSIBILITIES:

1. Assist Central Office personnel in matters indicated by the Coordinator of Buildings and Grounds and/or Program Supervisor of the Nonpublic School Services Department.
2. Establish and maintain positive working relations with building staff.
3. Assist in the duties of the maintenance department at times when not performing Nonpublic School Services duties.
4. Assist in other duties as assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

TERMS OF EMPLOYMENT:

1. Salary and work year to be established by the Board.
2. Days and time of work to be determined by the needs of the program.

In accordance with State and Federal Law, reasonable accommodations will be considered upon employee request.

Custodian of Nonpublic Schools and Auxiliary Services
Standards of Performance

1. Satisfactory performance in respect to the custodial duties involved in the nonpublic school services program will be attained when (40 Points):
 - 1.1 Floors and other surfaces in all the facilities are moped, swept, vacuumed and scrubbed according to schedule.
 - 1.2 Pencil sharpeners, waste cans and trash receptacles are emptied.
 - 1.3 Floor surfaces and markerboard surfaces/finishes are renovated, renewed and maintained as needed.
 - 1.4 Windows, doors and panes, chalkboards, and markerboards are washed, dusted, cleaned and polished according to schedule.
 - 1.5 Furniture, fixtures, window sills, trim, doors, and related furnishings are dusted, cleaned and waxed/polished as needed.
 - 1.6 Paper and other debris is removed from areas in and around facilities and trailers.

2. Satisfactory performance in respect to the maintenance duties involved in the nonpublic school program will be attained when (20 Points):
 - 2.1 The security of assigned buildings, vehicles and or work areas is maintained.
 - 2.2 Routine building, vehicle, and/or work area inspections and reporting of damaged or malfunctioning items to appropriate supervisor is done.
 - 2.3 The roofs of trailers are coated and resurfaced on an as needed basis.
 - 2.4 The nonpublic van is inspected and maintained as needed.
 - 2.5 Exterior of trailers are maintained and painted as needed.
 - 2.6 Light bulbs in the various facilities and trailers are replaced as needed.

3. Satisfactory performance in respect to the inventory of supplies needed to perform the custodial and maintenance duties of this position will be attained when (5 Points):
 - 3.1 An accurate inventory of all facilities, trailers, and the nonpublic van is maintained.
 - 3.2 Custodial supplies, equipment and tools are inspected, cleaned and properly maintained.
 - 3.3 An inventory of cleaning supplies, equipment and materials is maintained and/or obtained as necessary.
 - 3.4 Furniture, supplies and equipment is moved as needed or requested.

4. Satisfactory performance in respect to the delivery of all materials, equipment and supplies needed in the Nonpublic School Services program will be attained when (20 Points):
 - 4.1 Supplies, packages and materials are received, verified and distributed to various facilities and personnel.
 - 4.2 Materials are returned to the central office as requested by staff.
 - 4.3 Furniture, supplies, and equipment are moved as needed or requested.
 - 4.4 Assistance in the change of location of trailers or programs is completed.

5. Satisfactory performance in respect to the other major duties and responsibilities will be attained when the following occur (15 Points):
 - 5.1 The schedule of assigned duties is followed and changes are reported.
 - 5.2 Assistance is given the maintenance department at the beginning of each day by setting up and taking down meeting rooms and acquiring supplies needed for the meetings.
 - 5.3 Assistance is given in delivery of supplies to district facilities when requested.
 - 5.4 Assistance is given to the maintenance department at the whenever nonpublic assigned duties are completed for the day.