

**COLONIAL INTERMEDIATE UNIT 20
POSITION DESCRIPTION
AND
STANDARDS OF PERFORMANCE**

TITLE: Building Maintenance/Custodial Worker (Cluster 3G)

QUALIFICATIONS:

1. Must hold a valid driver's license
2. Must have a safe driving record
3. Must be able to lift up to 75 pounds
4. Must have the ability to understand and follow oral and written instructions
5. Must be able to take suggestions, directions and constructive feedback relative to procedures and policies as outlined by the Management Assistant, Buildings and Grounds and Assistant Executive Director. Must have knowledge of minor electrical and plumbing
6. Ability to work flexible hours
7. Minimum high school diploma

REPORTS TO: Management Assistant for Buildings and Grounds and Assistant Executive Director

LOCATION: Colonial Intermediate Unit 20 Office

JOB GOAL: The purpose of this job is to maintain a healthy and safe building environment and provide assistance to both central office personnel and Intermediate Unit classroom teachers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Meetings and Food Service

Provides set-up and room arrangements for all meetings, assists in food service activities and cleans up after all meetings.

2. Maintenance and Cleaning

Maintains outside grounds, provides building maintenance activities such as painting, cleaning, interoffice moves, etc., maintains and repairs office furniture, shovels and plows snow. Assembles furniture and items ordered by teachers. Assists with classroom moves.

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2008-2009**

3. Substitute Duties

Delivers supplies and equipment to school sites and picks up the same during the absence of the regular courier driver. Assists with other duties during the absences of other custodians.

4. Other Duties and Responsibilities

Performs other duties as assigned by the Management Assistant, Buildings and Grounds and/or the Assistant Executive Director

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.

TERM OF EMPLOYMENT:

1. Salary and work year to be established by the Board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.

**BUILDING MAINTENANCE/CUSTODIAL WORKER
STANDARDS OF PERFORMANCE
2008-2009**

The Building Maintenance/Custodial Worker will report to and be responsible to the Management Assistant, Buildings and Grounds and the Assistant Executive Director.

The Standards of this position are:

1. Meetings and Food Service

Provides set-up and room arrangements for all meetings, assists in food service activities, and cleans up after all meetings. (25 Points)

2. Maintenance and Cleaning

Maintains outside grounds, provides building maintenance activities such as painting, cleaning, interoffice moves, etc., maintains and repairs office furniture, shovels and plows snow. Assembles furniture and items ordered by teachers. Assists with classroom moves. (60 Points)

3. Substitute Duties

Delivers supplies and equipment to school sites and picks up the same during the absence of the regular courier driver. Assists with other duties during the absence of other custodians. (10 Points)

4. Other Duties and Responsibilities

Performs other duties as assigned by the Management Assistant, Buildings and Grounds and/or the Assistant Executive Director. Demonstrate cooperative attitude with employees and staff. (5 points).

**BUILDING MAINTENANCE/CUSTODIAL WORKER
STANDARDS OF PERFORMANCE
2008-2009**

1. Satisfactory performance in respect to meetings and food service will be attained When (25 Points):
 - 1.1 Room set-up and arrangements (tables, chairs, flipcharts) are done according to the meeting room requirements sheet by the timeline requested.
 - 1.2 Food and refreshment requirements are set-up according to the meeting room requirements sheet by the timeline requested.
 - 1.3 Meeting rooms are straightened and cleaned after meetings.
 - 1.4 Food and refreshments are cleared from meeting rooms after lunch and at the end of the meeting. Leftovers are wrapped for refrigeration or discarded. Utensils and serving dishes are washed and put back in their proper storage location.

2. Satisfactory performance in respect to maintenance and cleaning will be attained When (60 Points):
 - 2.1 Interior and exterior office painting is done by the timeline as directed.
 - 2.2 Office furniture is maintained and fixed as requested.
 - 2.3 Office equipment is moved as requested.
 - 2.4 Snow removal (shoveling, plowing, salting) is done as directed and warranted by weather conditions.
 - 2.5 Ballasts and porcelain connectors in the light fixtures are changed when necessary.
 - 2.6 Toilet flush replacements, toilet seats, and leaky faucets are repaired when necessary.
 - 2.7 All plumbing problems are investigated and reported to the Management Assistant, Buildings and Grounds.
 - 2.8 All maintenance problems are investigated and reported to the Management Assistant, Buildings and Grounds.

- 2.9 Floors are maintained by vacuuming, sweeping, waxing, and mopping when necessary or as directed.
 - 2.10 Light fixtures are cleaned when necessary or as directed.
 - 2.11 Furniture items ordered by staff are assembled safely and securely by time requested.
 - 2.12 Classrooms and offices are moved in an orderly fashion and with care by timeline requested.
 - 2.13 The outside landscape of the office is maintained by mowing the lawn (push mower and riding mower), trimming, weeding, and picking up loose garbage with debris.
3. Satisfactory performance in respect to substitute duties will be attained when (10 Points):
- 3.1 The duties of the other custodians are covered during their absences. This may require working additional hours and/or adjusting work hours.
 - 3.2 Supplies and equipment are delivered to school sites and picked up at the same as needed during the absence of the courier. This may require working additional hours and/or adjusting work hours.
4. Satisfactory performance in respect to other duties and responsibilities will be attained when (5 Points):
- 4.1 Other duties and responsibilities assigned by the Management Assistant, Buildings and Grounds or the Assistant Executive Director are completed by timeline requested.
 - 4.1 Demonstrate cooperative attitude with employees and staff.