

Wachusett Regional School District

CUSTODIAL STAFF

JOB DESCRIPTION

TITLE:

Janitor

QUALIFICATIONS:

The Janitor shall possess a high school diploma, the ability to read, understand and follow basic operating instructions, and a demonstrable aptitude for successful completion of assigned tasks.

REPORTS TO:

Building Principal or designee

PERFORMANCE EVALUATION:

The Janitor shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

REPRESENTATION STATUS:

AFSCME, Council 93

JOB RESPONSIBILITIES:

The Janitor is a member of the custodial staff and as such is responsible to assist the school administration in providing the most desirable environment for the educational program at Wachusett Regional School District in the most cost-effective manner.

In carrying out these responsibilities, the Janitor shall:

1. Perform the general duties of a Janitor in the district;
2. Carry out assigned cleaning duties for all areas assigned within the frequency requirements determined by the district to include cleaning windows inside and outside as necessary, sweeping walks and steps keeping them clear of snow and ice, scrubbing and disinfecting toilets and floors daily and cleaning all sanitary fixtures

and drinking fountains daily;

3. Move furniture or equipment within the building(s) as required for various activities and as directed;
4. Perform such yard-keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition;
5. Assist in maintaining a system of building and ground security to include ensuring that the building is secure on non-school days and at other times as assigned and reporting to the Head Custodian or Principal any damage to school property;
6. Reflect an understanding, courteous, and positive attitude toward the students and all employees of the District;
7. Participate in necessary general repairs as directed by the principal or designee to include replacing broken windows, etc.;
8. Participate in the general cleaning of the school building to include cleaning and dusting classrooms, corridors, and other spaces as assigned, cleaning all chalkboards at least once per week or as more often as assigned, and assisting in snow removal;
9. Lift cartons, boxes, and buckets weighing in excess of sixty pounds as well as perform activities such as opening and closing school gymnasium bleachers and setting up stages or other such tasks;
10. Perform emergency repair or cleaning services when necessary; and,
11. Performs all other duties as may be assigned by the Principal.

4/24/97

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 04/24/97