

Voluntown Board of Education
Job Description: Custodian
Code# 2600-112
Approved: June 14, 1994
Revised: December 13, 2018

Terms of Employment:

As required by the school system.

Salary and Benefits:

As provided by contract with Voluntown Non-Certified Employees CSEA, Inc. SEIU Local 2001.

Qualifications:

The custodian will possess knowledge and/or skill in general cleaning. **Must be able to lift a minimum of 50 lbs.**

Primary Function:

The Custodian is responsible for the day-to-day cleaning of the school.

Duties and Responsibilities:

- A. Care of the cleanliness of the Voluntown Elementary School including but not limited to the sweeping and washing of floors, cleaning of windows and lavatories, vacuuming, dusting, emptying trash, and taking down the flag.
- B. Requisition cleaning supplies, if needed.
- C. Be available to work special events, if required.
- D. Relate positively to the public and staff in all aspects pertaining to the position.
- E. Secure the building upon leaving, including locking all the doors and setting the alarms.
- F. Assume such other duties and responsibilities that may arise periodically through the nature of the position and not herein described and/or requested by administration/supervisor.

Evaluation:

The custodian's supervisor will be the Head of Maintenance and Grounds, or his designee, and job performance will be reviewed annually in writing.