Field Local Schools

Title: Assistant Custodian

Locator: 2000-2002 Assistant Custodian W-BL

2000-2003 Assistant Custodian W/O BL

Qualifications:

* High school diploma or equivalent required
* License to operate low pressure boiler preferred
* Applicant must be able to physically, visually, verbally, and

auditory perform required duties for the safety of students

* First Aide Training preferred
* Must be able to lift a minimum of 50 pounds

Reports to:

Building Principal

General Duties:

Provide a clean, safe, and healthy building

Specific Duties:

* Work with each head custodian to develop a general preventative maintenance plan
* Has specific skills to make repairs to electrical, plumbing, heating/cooling, water filter, and water softening equipment
* Replace Ballast
* Change outlets 120 volts
* Repair light switches
* Change and repair flush valves
* Replace sink traps
* Repair or replace faucet fixtures
* Keeps the building and premises, including sidewalks, driveways, and play areas neat and clean at all times
* Be able to strip/wax floors
* Have painting skills
* Regulates HVAC systems to provide temperatures appropriate to the season and ensure economical consumption of energy
* Keeps walks and steps clear of ice and snow
* Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy
* Dusts furniture and sweeps classrooms daily
* Cleans corridors after school each day during the day as needed
* Cleans and disinfects restrooms and drinking fountains daily
* Washes all windows inside and outside as needed
* Keeps all floors cleaned and waxed as needed
* Maintain and operate scrubbers, sweepers, and vacuums
* Cleans all chalkboards at least once a week
* Makes minor building repairs and reports major repairs to the head custodian
* Maintains regular service on all motors and mechanical equipment as directed by the Head Custodian
* Performs other such duties and projects as directed by the immediate supervisor, the Building Principal, or Assistant Superintendent

Date of Original Adoption: 1/09