

**JOB DESCRIPTION**  
**ADMINISTRATIVE REGULATION GCA-R JC**

**1:0 JUNIOR CUSTODIAN**

**2:0 LINE AND STAFF RELATIONSHIP**

2:1 The Junior Custodian reports to and is evaluated by the Building Principal or his/her designee.

**3:0 FUNCTIONS AND DUTIES- THE JUNIOR CUSTODIAN**

3:1 The Junior Custodian performs the core essential duties and responsibilities of a building custodian. The Junior Custodian works under the direction of the Head Building Custodian.

3:2 The Junior Custodian primarily is assigned to an individual elementary school, however, this position requires flexibility, as a daily assignment may require a temporary re-location in coordination with the Head Building Custodian and the Facility Manager in the best interest of the District.

**CORE ESSENTIAL DUTIES AND RESPONSIBILITIES**

3:1:1 The Junior Custodian performs routine custodial maintenance, cleaning, and grounds keeping tasks in assigned school buildings and grounds. Additionally, this position may be assigned to other maintenance duties as directed by Facilities Manager. The work is performed under the direct supervision of the Head Building Custodian and/or the Facilities Manager. The Junior Custodian may also take direction and suggestions from the building principal and teachers to respond to their needs. The core essential duties and responsibilities are performed in a public school building environment and include use of electrically powered cleaning equipment and cleaning substances that may involve related hazards and outdoor work in inclement weather conditions.

3:1:8 The Junior Custodian typical duties performed are cleaning, dusting, sweeping, washing, buffing and waxing floors, washing windows, changing light bulbs, policing grounds, sweeping walks, cutting lawns, removing snow and ice, caring for custodial equipment, emptying wastebaskets, removing trash, operating low pressure heating and ventilating systems, ordering custodial supplies, and making minor repairs to buildings, equipment, and heating, lighting, ventilating, and plumbing systems.

3:1:9 The Junior Custodian empties and cleans trash containers, including transporting bagged waste to outside trash receptacles.

3:1:10 The Junior Custodian performs general cleanup of any and all incidents as they arise.

3:1:11 The Junior Custodian removes gum from floors.

3:1:12 The Junior Custodian removes all spots from carpeted areas.

3:1:13 The Junior Custodian extracts soiled areas on carpets as needed.

3:1:14 The Junior Custodian picks up any paper left on the floor and any debris in the hallway.

3:1:15 The Junior Custodian removes all marks from walls and lockers nightly

- 3:1:16 The Junior Custodian dusts mops and sweeps corners of all tiled classrooms and adjacent rooms. Wet mop if needed.
- 3:1:17 The Junior Custodian makes sure all rooms appear orderly.
- 3:1:18 The Junior Custodian cleans and sanitizes all drinking fountains daily.
- 3:1:19 The Junior Custodian assists with locker jams.
- 3:1:20 The Junior Custodian sweeps and mop floors, including restrooms, classrooms, hallways, offices, multipurpose rooms, cafeterias and food preparation areas, science and computer labs, art rooms, music classrooms, meeting rooms, and related rooms.
- 3:1:21 The Junior Custodian cleans floor corners and ledges daily.
- 3:1:22 The Junior Custodian cleans top ledges of lockers.
- 3:1:23 The Junior Custodian vacuums carpeted floors, washes walls, windows and surface areas.
- 3:1:24 The Junior Custodian dusts window sills and cabinet ledges.
- 3:1:25 The Junior Custodian cleans light fixtures and replaces bulbs.
- 3:1:26 The Junior Custodian dusts and cleans air vents and changes air filters.
- 3:1:27 The Junior Custodian cleans and polishes mirrors, wood and other special reflective and decorative surfaces.
- 3:1:28 The Junior Custodian cleans spills, spot cleans or shampoo's carpets, and removes graffiti as needed.
- 3:1:29 The Junior Custodian assists in moving and setting up furniture and equipment.
- 3:1:30 The Junior Custodian unloads supplies, paper stocks, books, and inventory items.
- 3:1:31 The Junior Custodian maintains and regulates HVAC systems to provide building temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
- 3:1:32 The Junior Custodian sets up for and breaks down before and after special events.
- 3:1:33 The Junior Custodian assists other employees with cleanup after large activities (e.g. athletic contest, concert, etc.)
- 3:1:34 The Junior Custodian performs minor maintenance including, but not limited to, changing light bulbs, minor plumbing and electrical repairs, painting and classroom repairs.

- 3:1:35 The Junior Custodian cleans all equipment after use.
- 3:1:36 The Junior Custodian maintains sufficient inventory of cleaning supplies.
- 3:1:37 The Junior Custodian operates, cleans and maintains custodial equipment.
- 3:1:38 The Junior Custodian operates, maintains, and performs minor repairs to powered custodial equipment including, but not limited to, vacuums, strippers, waxers, buffers shampoo cleaners and power washers.
- 3:1:39 The Junior Custodian operates hand cleaning equipment including, but not limited to, brooms, dust and wet mops, dust pans, and dusters.
- 3:1:40 The Junior Custodian operates, maintains, and performs minor repairs to grounds keeping equipment including, but not limited to, mowers, edgers, weed cutters, irrigation systems, blowers and related equipment.

#### BATHROOMS

- 3:1:41 The Junior Custodian cleans and sanitizes restroom areas, including toilets, sinks, mirrors, privacy dividers, walls and floors.
- 3:1:42 The Junior Custodian washes and disinfects all toilets, urinals, and walls.
- 3:1:43 The Junior Custodian dusts all walls and other flat surfaces.
- 3:1:44 The Junior Custodian cleans all mirrors.
- 3:1:45 The Junior Custodian sweeps and washes the floors with disinfectant daily.
- 3:1:46 The Junior Custodian maintains supply levels in restrooms, including toilet paper, paper towels, and soap.
- 3:1:47 The Junior Custodian washes any graffiti off any surface after informing administration immediately.
- 3:1:48 The Junior Custodian secures all doors and windows.

#### NURSES OFFICE

- 3:1:49 The Junior Custodian washes and disinfects all furniture bimonthly.
- 3:1:50 The Junior Custodian washes and disinfects all countertops on a daily.
- 3:1:51 The Junior Custodian dusts all shelving and window ledges weekly.
- 3:1:52 The Junior Custodian empties and cleans trash containers, including transporting bagged waste to outside trash receptacles.

#### GYM AND LOCKER ROOM/AUDITORIUM

- 3:1:53 The Junior Custodian dry mops the gym floors daily.
- 3:1:54 The Junior Custodian cleans the area under the bleachers or on stage daily.
- 3:1:55 The Junior Custodian sweeps and vacuums the steps, entryways and lobby areas.
- 3:1:56 The Junior Custodian washes all shower room walls once per week.

#### KITCHEN AREA

- 3:1:57 The Junior Custodian dusts exhaust hood once a week.
- 3:1:58 The Junior Custodian treats dry drains at least once a week to prevent dry drain.
- 3:1:59 The Junior Custodian cleans the kitchen bathroom everyday.

#### MAINTENANCE OF GROUNDS

- 3:1:60 The Junior Custodian maintains grounds, including sidewalks, parking lots, common areas, and planting areas, by picking up litter and trash, mowing grass, weeding planting areas, and irrigating.
- 3:1:61 The Junior Custodian performs snow removal duties, including sanding and salting walkways.
- 3:1:62 The Junior Custodian conducts emergency snow removal operations of walkways, roadways, and parking areas to allow for the safe use of the facility.
- 3:1:63 The Junior Custodian monitors and performs ground keeping tasks such as mowing, weeding, watering, sprinkler repair, etc.

#### BUILDING SECURITY

- 3:1:64 The Junior Custodian locks and unlocks buildings to maintain security and prevent vandalism.
- 3:1:65 The Junior Custodian inspects all areas prior to staff and students' arrival for safety and high quality operating condition of building.
- 3:1:66 The Junior Custodian secures and locks all windows before leaving the building.
- 3:1:67 The Junior Custodian secures and locks all doors before leaving the building.
- 3:1:68 The Junior Custodian monitors all windows and doors to ensure that they are secured throughout the school day.

**PREVENTATIVE MAINTENANCE**

3:1:69 The Junior Custodian maintains the treatment of drains, flushing of water, and air quality cleaning.

**ADDITIONAL RESPONSIBILITIES**

3:1:70 The Junior Custodian responds to staff needs and requests.

3:1:71 The Junior Custodian interacts with students, staff, faculty, administration and parents effectively and professionally.

3:1:72 The Junior Custodian follows oral and written instructions and observe District and Federal policies and procedures.

3:1:73 The Junior Custodian maintains student and District confidentiality.

3:1:74 The Junior Custodian performs all work duties and activities in accordance with District's policies, procedures and safety practices.

3:1:75 The Junior Custodian performs multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.

3:1:76 The Junior Custodian works independently or with a team.

3:1:77 The Junior Custodian attends in-services and training sessions.

3:1:78 The Junior Custodian performs other related duties as required.

**5:0 QUALIFICATIONS**

5:1 Ability to set priorities, coordinate multiple tasks and meet deadlines

5:2 Ability to solve problems independently and work well under pressure with an enthusiastic attitude.

5:3 Attention to detail and conscientiousness

5:4 The Superintendent reserves the right to alter qualifications if deemed to be in the best interest of the Fairhaven Public Schools.

**6:0 CONDITIONS and TERMS OF EMPLOYMENT**

6:1 The contract of agreement between the Fairhaven Public Schools and the Junior Custodian regarding the conditions and terms of employment is in accordance with the Massachusetts Education Reform Act of 1993 and sets forth in writing the obligations of each as it pertains to this relationship.

Enacted: 8/9/2017