

**Believe in
Excellence,
Accountability,
Respect and
Safety for ALL**



CLOUDCROFT MUNICIPAL SCHOOLS

P.O. Box 198 Cloudcroft, NM 88317
(575) 601-4416

JOB DESCRIPTION: CUSTODIAN

Essential Job Functions

All functions are performed in accordance with established policies, procedures, safety and environmental regulations, facility and computer security policies and procedures. Functions are subject to change from time to time to meet the needs of the organization. Current essential functions include, but are not limited to, the following:

1. Cleans assigned areas of the building
2. Assists with general cleanup of the school
3. Does emergency cleaning as needed (e.g. blood, vomit, burst water pipes)
4. Maintains and may repair custodial equipment (including equipment for grounds upkeep)
5. Maintains and may repair school fixtures and furniture
6. Assembles furniture
7. Assists students by opening or repairing lockers, changing locker combinations, opening doors, letting down baskets and bleachers, etc.
8. Cares for the grounds, including picking up trash, and removing ice and snow when necessary. .
9. Prepares and maintains gym floors.
10. Installs and maintains athletic equipment.
11. Assists in refinishing gym floor.
12. Sets up equipment for special school events or programs and cleans up afterwards.
13. Works with the public on community functions held at the school--setting up equipment, assisting with crowd control, cleanup, etc.
14. Assists the cooks with heavy lifting and other tasks.
15. Assists with cafeteria cleanup and waste disposal. Cleans up spills.
16. Assists in maintaining security of building, which may include locking and unlocking the building, performing weekend and holiday building checks, and maintaining the fire and burglar alarms.
17. On call for emergencies or to open building.
18. May be required to work on Sundays, holidays, early morning, etc. for snow removal or other emergency work.
19. Checks emergency lights and fire extinguishers.
20. Stocks supply shelves and distributes supplies (books, paper, etc.) throughout the school.
21. Checks incoming shipments and signs for supplies.
22. Assists school personnel with work requests and errands.
23. May assist with building scheduling, inventory, or other paperwork.
24. Opens classrooms for substitute teachers, students, community school, etc.
25. May be requested to call the district to request repairs and to assist district maintenance workers with repairs.
26. May be required to assist in maintaining inventory of school supplies.
27. Assists in maintaining order

General Function:

1. Cleans and maintains the school building and grounds, sets up equipment for special events, and assists school personnel with work requests.

Knowledge/Skills and Abilities:

1. Ability to read and write and perform basic mathematical calculations.
2. Basic understanding of cleaning and sanitation procedures.
3. Knowledge of emergency procedures.
4. Knowledge of Material Safety Data Sheets (MSDS).
5. Ability to use or repair small and medium equipment and machinery.
6. Ability to use small office equipment and computers.
7. Ability to maintain property and inventory.

Physical Demands:

Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crouching, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

Environmental Conditions:

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Personal Accountability:

1. Demonstrates reliability as evidenced by attendance records and punctuality
2. Properly notifies supervisor and/or designee of absences or tardiness
3. Begins and completes work within the allotted time
4. Consistently appears in attire appropriate to the work environment
5. Demonstrates skill in the use of equipment including its capabilities, limitations and appropriate/special application
6. Protects the District's resources through appropriate and careful use of supplies and equipment
7. Utilizes appropriate body mechanics to aid in the prevention of muscle strain/injury

JOB DESCRIPTION ACKNOWLEDGEMENT

I have received, reviewed and fully understand the job description for CUSTODIAN. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ Date: _____

ADMINISTRATION

Superintendent	Tana Daugherty
HS Principal	Jocelyne Driscoll-Gillespie
MS/ES Principal	Trampus Pierson
Counselor	Melissa Adkins
Business Manager	Gwen Huston

BOARD OF EDUCATION

President	Gerold Green
Vice President	Kody Adams
Secretary	Lance Wright
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Employee Signature: _____