

MEC Custodian

Primary Function

To provide a clean and safe environment by maintaining high stands of safety, cleanliness and efficiency.

Organizational Relationships

Reports to the Business Manager and the Director of Operations and Maintenance.

Qualifications

- Graduation from high school or technical school or comparable experience.
- Working knowledge of the methods, tools, mechanical equipment and techniques used in custodial work.
- Working knowledge of occupational hazards, safety precautions and fire and sanitation codes.
- Must be able to lift 75 lbs or more without assistance and 100 lbs or more with assistance.
- Ability to physically move about the building including up and down stairs.
- Ability to understand and effectively carry out oral and written instructions in English.
- Ability to perform assigned daily duties with minimum of direction.
- Ability to establish and maintain effective public and co-worker relationships.

Performance Responsibilities

1. Maintain building and grounds neat and clean at all times.
2. Check bathrooms and clean as necessary throughout the day.
3. Complete laundry on regular schedule.
4. Take mail to post office or drop off daily.
5. Receive and take responsibility for deliveries. Make deliveries to schools or post office as needed.
6. Shovel, plow and sand sidewalks as appropriate.
7. Clean corridors and entryways during the day daily.
8. Provide set-up and cleanup for building activities.
9. Ensures that the building is opened on a timely basis.
10. Daily pony run to deliver interoffice mail/packages to all buildings.
11. Deliver cash deposits to the bank 3 times/week.
12. Deliver credit union check twice/month.
13. Perform other related duties as assigned by the Business Manager and/or the Director of Operations and Maintenance.

Terms of Employment

260 work days. Salary and work year established by the Board of Education and Support Council Agreement.

Evaluation

Performance of this job will be evaluated in accordance with the Support Council Agreement.