

Sharon Center School Custodial/Maintenance Position -DRAFT June 30, 2021

Working Conditions:

The Sharon Center School serves students in grades EK-8. All employees work as a team in a respectful, caring environment. The school has a positive, welcoming tone and a candidate must be friendly, flexible, and helpful toward all co-workers and community members who are in the building. Successful candidate will meet high standards set by the supervisor and be able to work efficiently and independently.

Specific Responsibilities:

- Clean and maintain all rooms, cafeteria, offices, kitchen, stairways, restrooms and hallways according to State standards and the school district.
- Set up and dismantle chairs and tables for events when needed.
- Perform repairs as needed.
- Maintain equipment as needed.
- Painting as needed.
- Assist in emergency situations as needed.
- Assist in property management and maintenance.
- Use of snow blowers, tractor and shovels to remove snow from entrances and sidewalks
- Pick up and remove trash.
- Follow all safety rules.
- Assist in receiving and distribution of deliveries.
- Performs all other tasks as assigned by the Head Custodian or Principal.

Hours/Days:

8 hours/day - as needed- 12 month position

Mental/Physical demands:

- Be able to lift 25-50 lbs
- Ability to apply common sense understanding to carry out detailed oral or written instructions
- Ability to work in poor weather conditions, including heat, cold, rain or snow