MEC Custodian

Primary Function

To provide a clean and safe environment by maintaining high stands of safety, cleanliness and efficiency and to provide safe, and efficient transportation of students to and from school.

Organizational Relationships

Reports to the Director of Operations and Maintenance and the Director of Transportation.

Qualifications

- Graduation from high school or technical school or comparable experience
- Hold a valid CDL license with a school bus endorsement
- 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
- Ability to lift fifty pounds, occasionally lift seventy-five pounds, and assist in lifting objects in excess of seventy-five pounds
- Ability to safely operate school bus, visually supervise students, and assess situations for safety concerns
- Ability to observe traffic laws and follow mandatory safety regulations
- Ability to use sound judgment in making decisions regarding the safety and welfare of others
- Ability to understand and effectively carry out oral and written instructions
- 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. Inspect , pre-trip, fuel, and clean bus as needed.
11. Complete bus route according to scheduled route, stops and schedule for authorized students only.
12. Provide positive direction to students and report disciplinary problems to building administration.
13. Check each seat after each route to ensure students have exited, deliver personal items remaining to school offices.
14. Report accidents immediately, and in an emergency notify the proper authorities.
15. Complete and maintain all necessary reports and records.
16. Perform other related duties as assigned by the Director of Operations and Maintenance or the Director of Transportation.

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.

Revised: Dec, 2005