

## CAPE ELIZABETH SCHOOL DEPARTMENT

### Job Description

**TITLE: Custodial Administrator**

#### **QUALIFICATIONS:**

1. **Education/Certification:** High School diploma, or equivalent, post secondary training desirable. Hold a valid State of Maine Criminal History Records Check Approval.
2. **Special Knowledge/Skills:** Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below; good work habits; dependability; ability to maintain positive relations with custodial staff, students, administrators, school and town personnel, and citizens at all times; knowledge of chemicals, asbestos management, safety and Material Safety Data Sheets. Demonstrated aptitude or competence in supervision and training of employees, using cleaning products, and purchasing. Such alternatives to the above qualifications as the Administration may find appropriate and acceptable.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To maintain the physical school/town facilities in a condition of operating excellence, cleanliness, and safety, so that full educational use of them may be made at all times.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Recruits, screens, and recommends hiring of staff.
2. Evaluates Staff.
3. Inspects buildings on regular basis.
4. Confers with building administrators.
5. Schedules custodial coverage beyond regular shifts.
6. Sets-up training sessions.
7. Works with Maintenance Director to establish division of custodial/maintenance responsibilities.
8. Meets 3 times per week with Head Building Custodians.
9. Supervises town buildings custodians.
10. Approves and submits payroll.
11. Approves request for time off.

**Job Description**  
Custodial Administrator (continued)

**WORKING CONDITIONS:**

**Mental Demands:** calculating, comparing, editing, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting

**Physical Demands:** adjusting, connecting, painting, lifting to 50 lbs., pulling, climbing stairs, writing, and operating equipment

**Environmental Conditions:** outside, inside, slippery surfaces, microwaves, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone

**TERMS OF EMPLOYMENT:**

Twelve-month year. Compensation in accordance with recommendations established by the Superintendent of Schools and School Business Manager.

**EVALUATION:**

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: June 12, 2007