

SERIES 500 - PERSONNEL

Support Staff Job Descriptions and Evaluation - 560

Job Description and Evaluation for School District Custodians (562.2)

RESPONSIBLE FOR

School District Custodians are responsible for general cleaning, facility and grounds upkeep, and general maintenance to the Norwalk-Ontario-Wilton School District buildings and property.

REPORTS TO

School District Custodians report to and are under the supervision of the Head of Maintenance. The Head of Maintenance is responsible for the assignment of specific duties of each custodian.

SPECIFIC RESPONSIBILITIES

All school personnel are required to perform the following tasks as School District Custodians.

- Sweep, mop, scrub, dust and vacuum appropriate building areas.
- Clean glass
- Properly dispose of trash and recyclables in school district own facilities.
- Perform proper maintenance to school district owned grounds and facilities which include, but are not limited to, stripping, waxing and sealing floors, painting, mowing and trimming grass, shoveling and plowing snow, general minor maintenance of the electrical, plumbing, heating and cooling, and water system, and repairing broken or damaged items within the facilities or on school grounds.
- Help unload trucks which carry school district supply orders.
- Practice safety procedures and care in using district owned maintenance equipment.
- Operate district owned forklift, trucks and power equipment.
- Move and arrange office and classroom furniture including the physical moving of tables, chairs, desks, bookcases, filing cabinets, and any other object owned by the district.
- Performs any reasonable duty as requested by the Head of Maintenance or School District Administration.

EMPLOYMENT REQUIREMENTS

All school personnel are required to do the following in order to be hired by the Norwalk-Ontario-Wilton School District in any capacity in the Custodial area.

- Be able to read and comprehend written and verbal instructions.
- Understand and perform basic mathematical problems.
- Verbal and listening skills to provide a positive experience for students, staff and community members when visible.
- Physically must be able to stand, walk, kneel, bend over and stoop to perform cleaning and maintenance actions throughout the day.
- Must be able to lift, push and carry heavy items, possibly weighing up to one hundred (100) pounds.
- Must be able to climb a twenty-four (24) foot ladder.
- Must be able to safely operate district owned and rented motorized and electrical equipment, including, but not limited to: tractors and lawn mowers, Bobcat, man lift, blowers and power tools.
- Knowledge and experience in safety measures.
- Versatility in performing specific maintenance tasks as problems arise.
- Maintain very good personal hygiene practices.
- Act with conduct that is consistent with school district policies and procedures.
- Possess a high school diploma or high school equivalency diploma.

CONTRACTS

Contracts for all support staff personnel will be issued and voted on by the Norwalk-Ontario-Wilton Board of Education in accordance with the following procedures:

- Health Insurance Increases are known by the district.
- A negotiation process takes place on salary increases between the Support Staff and the Norwalk-Ontario-Wilton Board of Education or the District Administrator.

All Custodians are entitled to take part of the district's health insurance program. The Norwalk-Ontario-Wilton Board of Education will contribute 96.1% towards a single policy and 90.57% towards dependent coverage. Custodians who are not full time (less than 40 hours per week) will have the Board contribution towards custodian participation in the district's health insurance prorated in accordance to time worked against a forty (40) hour week.

All other benefits are specifically written on individual contracts.

EVAULATION OF SCHOOL DISTRICT CUSTODIANS

The evaluation of School District Custodians will be done annually, prior to the end of school, by the Head of Maintenance. The person employed as a School District Custodian will be evaluated on the duties outlined in this policy, the general employability skills that consist of attendance, attitude, the ability to work with others,

and work ethic. A narrative must be written as the evaluation instrument concerning general employability skills. When evaluating the duties outlined in this policy, the Head of Maintenance may write a narrative, or use a rank-order scale to evaluate how the School District Custodian is performing each task listed. If a rank order scale is utilized, the following values will be used to determine employee performance:

- 5 = Exceptional
- 4 = Very Good
- 3 = Above Average
- 2 = Average
- 1 = Poor

Any employee will be given an opportunity on the evaluation to write responses to any comments made on the evaluation. Either party involved in the evaluation process may call for a face-to-face meeting over the evaluation. School District Custodians must return a signed evaluation to the Head of Maintenance within five business days after receiving the evaluation. The Head of Maintenance will then forward the signed evaluation to the School District Superintendent with any recommendations regarding the employment of the evaluated Custodian.

Adopted: 12/17/07