

CUSTODIAN

Cape Elizabeth School Department Job Description

QUALIFICATIONS:

- I. Education/Certification: High School diploma or equivalent. Hold a valid State of Maine Criminal History Records Check Approval.
- II. Special Knowledge/Skills: Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below; good work habits; dependability and ability to work without supervision; ability to maintain positive relations with students, school and town personnel, supervisors and citizens at all times; knowledge of chemicals, asbestos management, safety and Material Safety Data Sheets. Demonstrated aptitude for, or competence in the areas listed under responsibilities. A positive attitude is expected at all times. Employees are expected to be flexible and work as a team member. Such alternatives as the Administration may find appropriate and acceptable.
- III. Experience: Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.
- IV. Technology Requirements: Use of a department-issued smartphone is an essential job requirement. Employees will receive training and are expected to become proficient in using this device during work hours for communication, accessing scheduled, managing door access, checking email, using time management software, responding to alerts, and operating other department or school-related systems.

REPORTS TO: Head Custodian

JOB GOAL:

To provide all students, and the community at large, with a safe, secure, clean, attractive, comfortable, and efficient environment in which to learn, play, and engage in personal growth and development.

PERFORMANCE RESPONSIBILITIES:

Custodial responsibilities shall include, but not be limited to:

- I. Maintaining cleanliness and appearance of all assigned areas (e.g., Classrooms, bathrooms, hallways, and common spaces) through regular sweeping, mopping, vacuuming, and surface cleaning
- II. Performing routine floor care, including burnishing, scrubbing, stripping, and waxing as scheduled or directed
- III. Restocking supplies and ensuring cleanliness of sinks, toilets, and drinking fountains
- IV. Cleaning windows, fixtures, furniture, and surfaces as needed
- V. Assisting with event setup/breakdown and furniture/equipment moves
- VI. Opening and closing the building, including securing all windows and doors and reporting safety or maintenance concerns
- VII. Working across various buildings as assigned

VIII. Performing other duties as assigned by supervisory or facilities leadership, including lead custodians, head custodian, operations manager, or director of facilities

WORKING CONDITIONS:

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

Physical Demands: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job; adjusting, connecting, painting, lifting up to fifty pounds, pulling, climbing stairs, writing, operating equipment, and use of ladders and scaffolding

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

TERMS OF EMPLOYMENT:

Applicable terms of the Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the above performance responsibilities are successfully handled and the extent to which yearly action plans and job goals are met. The Head Custodian will perform the evaluation in consultation with the Director of Facilities.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally, and efficiently and in compliance with all district policies and procedures as well as federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principal 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.

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