JOB DESCRIPTION

I.   TITLE:

Custodian / Floater / Cleaning Attendant

II.   PRIMARY FUNCTION

Under the direction of the Facility Manager – perform varied and routine tasks involved in cleaning and maintaining the school system's buildings and grounds

III.   REPORTS TO

Facility Manager/Principal

IV.   QUALIFICATIONS

- Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation. Minimum experience as determined by the Board.
- Should be alert, intelligent and neat
- Experience preferred but not required
- Ability to read, write and communicate effectively
- Must possess a Black Seal License
- Good physical health and ability to perform assigned tasks
- Ability to lift at least 50 pounds
- Must be able to climb a ladder to perform lighting maintenance and other custodial tasks that may require climbing
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V.   MAJOR DUTIES AND RESPONSIBILITIES

- Wash and clean windows and floors
- Dust and polish floors, desks, tables, chairs and other furniture
- Clean administrative offices, cafeterias, classrooms, halls, gymnasiums, auditoriums, lavatories and other rooms of the school
- Collect and dispose of trash in proper receptacles
- Polish metal fixtures and trim
- Maintain working area by arranging equipment, materials and articles in an orderly manner
- Report any condition in or outside the building to Facility Manager that is in need of repair or replacement
- Replace burned out light bulbs
- Mow lawns, trim and maintain flower and shrub beds
- Remove snow and spread sand or salt on icy surfaces
- Oil, grease and perform minor repairs on school equipment
- Perform such other duties as may be assigned by the Superintendent and/or designee

VI.   TERMS OF EMPLOYMENT

Work year and salary as per BOE/EPSCMA contract