

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Custodian – Night Lead Person

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
- Ability to read, write and communicate effectively
- 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
- Good physical health and ability to perform assigned tasks
- Must possess a Black Seal License
- 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`
- Responsible for all calls from main office
- Report to Facility Manager for supplies for night custodians
- Report any emergency problems to Facility Manager
- Performs such other duties as may be assigned by the Superintendent or designee

VI. TERMS OF EMPLOYMENT

Work year and salary as per BOE/EPSCMA contract

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Job Description/Section VI CUSTODIAN - NIGHT LEAD PERSON

~~APPROVED: November 22, 2010~~

APPROVED: March 28, 2011