



## RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

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**TITLE:** Custodian  
**REPORTS TO:** Chief of Custodians/Director of Facilities  
**QUALIFICATIONS:**

1. The custodian shall have general knowledge of cleaning and sanitary methods, materials, tools and equipment.
2. Possession of a Low Pressure Fireman's license (Black Seal) to operate boilers preferred.
3. The ability to read, write and communicate effectively.
4. The ability to lift 75 pounds at least 20% of the time.
5. Possess basic computer knowledge.
6. Possess a valid driver's license.
7. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.

**GENERAL DESCRIPTION:**

The custodian is responsible for the performance of manual labor in cleaning and maintaining the building interior and grounds to which he/she is assigned and in loading and unloading deliveries.

**ESSENTIAL JOB FUNCTIONS:**

1. Dusts and waxes furniture, dust walls and equipment.
2. Moves and twists to complete normal daily activities such as mopping, sweeping, emptying garbage cans, moving furniture, etc.
3. Operates power equipment as required, such as floor machines, auto scrubbers, vacuums, snow blowers, etc.
4. Vacuums and cleans rugs.
5. Washes windows.
6. Moves supplies, furnishings and equipment.
7. Sets up or dismantles furniture, portable instructional material and supplies.
8. Bends, lifts, squats, crawls, performs repetitive motions, climbs stairs and ladders, works at heights, shovels, works in the elements, stands for long periods of time, and works and is able to use a hand truck.
9. Lifts 75 pounds at least 20% of the time; has the ability to lift 50 pounds 100% of the time and possesses the ability to occasionally lift up to 80 pounds.
10. Stands and walks continuously about the classrooms, hallways, cafeteria, school and other school grounds for long periods of time.
11. Removes debris from grounds.
12. Empties debris from inside or outside the building for collection.
13. Changes lights and ceiling tiles as required.
14. Keeps rooms and bathrooms supplied with materials as required.
15. Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
16. Sets up for lunch and cleans cafeteria dining areas after each use and as shift requires it.
17. Supervises receipt, storage and checkout of all supplies, furnishings, and equipment except cafeteria supplies.
18. Makes minor repairs of doors, locks, bookcases, furniture, etc.
19. Shovels snow, sweeps sidewalks and steps and salts during inclement weather.
20. Assists in the overall security of the school, buildings and grounds.
21. Wears uniform provided by district and approved work boots or shoes.

22. Maintains a positive working relationship with other district staff.
23. Performs such other tasks and assume such other responsibilities as assigned by the Chief of Custodians and/or the Director of Facilities.

WORK YEAR: Twelve-month employee  
DATE APPROVED: January 15, 2019  
APPROVED BY: Board of Education