

WATCHUNG BOROUGH PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: CUSTODIAN

REPORTS TO: Building Custodial Supervisor/Principal

QUALIFICATIONS:

1. Black Seal License
2. Ability to read, to write and to communicate effectively
3. Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials
4. Good physical health and ability to perform assigned tasks
5. Minimum of one year of previous work related experience
6. Required criminal history background check

JOB GOAL: To provide a safe, clean and comfortable school environment

PERFORMANCE RESPONSIBILITIES:

1. Opens/closes the building each day. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off
2. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times
3. Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity
4. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy
5. Displays the US flag during school hours on days when school is in session
6. Cleans and dusts classrooms, offices, library and faculty room daily; empties waste baskets in these areas
7. Cleans corridors after each school day, and during the day when their condition requires it
8. Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed
9. Cleans and sanitizes all drinking fountains daily
10. Cleans cafeteria dining areas after use
11. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary
12. Obeys all fire/safety and environmental laws and regulations relating to the plant operation
13. Keeps the grounds free from rubbish, leaves, etc. to maintain the grounds in a safe and attractive condition
14. Cleans chalkboards daily
15. Moves furniture or equipment within the building as required for various activities and as directed by the building custodial supervisor or Principal
16. Complies with all laws and procedures for the storage and disposal of trash, waste and debris
17. Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the building custodial supervisor
18. Cleans all windows on both the inside and outside as scheduled
19. Keeps all floors in a clean and attractive condition and in a good state of preservation
20. Performs related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of noncertified staff

APPROVED: January 2, 2019