

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

MATRON

QUALIFICATIONS

1. Ability to follow supervisor's directions.
2. Demonstrated aptitude for successful completion of tasks assigned.
3. Must secure Black Seal Boiler License within one year of employment.
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Building and Grounds Supervisor.

JOB GOAL

To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Clean student and staff restrooms in school building as needed:
 - a. Clean/sanitize/wipe down all surfaces and glass, refill soap and towels.
 - b. Refill sanitary napkin dispensers and remove money collected.
2. Respond to calls from staff and administration.
3. Report teacher requests for services to Supervisor.
4. Remove trash throughout building and place in trash compactor. Remove recyclables to recycling dumpster daily.
5. Clean the Board Office as directed.
6. Sweep floors and take trash out during and after lunch times.
7. Clean all glass on outside doors.
8. Check in all deliveries and deliver to their locations.
9. Deliver and keep record of copy paper and send reports to Accounts Payable.
10. Check flag daily for half-staff announcements.
11. Keep track of all custodial products in A-Hall closet.
12. Deliver the inter-office mail and bring regular mail to post office daily.
13. Clean all outside door entries daily.
14. Remove snow from sidewalks and doorways.
15. Accept all other duties or responsibilities as assigned.

TERMS OF EMPLOYMENT

Full-Time: Twelve month salaried employee. Vacations, salaries, benefits, and overtime as per contract.

Part-Time: Twelve month hourly employee up to a maximum of 29 ³/₄ hours per week. No health benefits or paid days.

EVALUATION

Performance of this position will be evaluated by the Building and Grounds Supervisor.

APPROVED BY:	Cumberland Regional Board of Education
DATED:	February 12, 2009
AMENDED:	February 27, 2014
AMENDED:	June 23, 2016
AMENDED:	July 27, 2017