

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

JOB DESCRIPTION

CUSTODIAN

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, Night Foreman, Business Administrator, and Principal.

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 and maintain all areas assigned.
2. Ability to safely operate all custodian equipment.
3. 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.
4. Paint and assist with general repairs to the limits of ability.
5. Assist Night Foreman or maintenance personnel as requested.
6. Help to maintain school buildings and grounds in a safe and attractive condition.
7. Assume responsibility to cooperate with other custodians and the Night Foreman for the general condition of the building.
8. Remove snow from sidewalks and doorways.
9. Report necessary repairs promptly, in writing, to the Night Foreman or Building and Grounds Supervisor.
10. Report any damage to school property to the Night Foreman or Building and Grounds Supervisor immediately.
11. Under the direction of the Night Foreman, prepares the facility for various activities.
12. Separate, store and dispose of trash, rubbish and waste, according to accepted procedures.
13. Works cooperatively with fellow employees in completion of tasks assigned.
14. 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 |