

Job Description

TITLE: Head School Custodian

QUALIFICATIONS:

1. Possesses high school diploma or equivalent training/experience.
2. Possess an Electrician license
3. Has previous experience in custodial-type work.
4. Holds a valid State of New Jersey driver's license for Board of Education vehicles.
5. Possesses a New Jersey Black Seal Low Pressure Boiler License or is able to qualify for such within one year of employment and maintain this license thereafter on a yearly basis.
6. Is in good health and able to meet the demands of the position including, but not limited to being able to lift a minimum of 75 pounds.
7. Successfully completes required criminal history and proof of U.S. citizenship or legal resident status.
8. Effective communication skills.

RESPONSIBLE TO: School Business Administrator/Building Principal/ Buildings & Ground Supervisor

TERMS OF EMPLOYMENT: 12 months

RESPONSIBILITIES:

1. Perform all activities that are custodial in nature and deemed appropriate by head custodian/Business Administrator before, during, and after school hours and during school vacations.
2. Clean rooms, hallways, cafeterias, restrooms, offices, stairways, and other areas of building including disinfecting all doorknobs and light switches.
3. Empty waste baskets, pick up and remove trash, replace trash bags.
4. Restock toilet paper, soap dispensers, and hand towels as needed.
5. Maintain the cleanliness and safety of all storage areas.
6. Clean rugs, carpets, upholstered furniture, and blinds.
7. Wash walls, ceilings, woodwork, windows, doors, sills and glass surfaces.
8. Remove debris on sidewalks leading to buildings, or as assigned.
9. Sweep, dry mop, wet mop, vacuum, shampoo strip, seal, and wax floors, as assigned.
10. Clean and disinfect daily the drinking fountains, bathroom floors, bowls, seats, and urinals in restrooms, as assigned.
11. Clean glass of lobby and entrance doors as required.
12. Test water level on each boiler daily in accordance with preventative maintenance procedures and maintain a log book for boiler operation in the assigned building.
13. Service boiler as directed in accordance with preventive maintenance procedures.
14. Clean univents and filters as needed and in accordance with preventative maintenance

15. Oil and service all motors and mechanical equipment in areas assigned in accordance with preventative maintenance procedures.
16. Operate all power equipment, i.e., power mowers, leaf blowers, edgers, snow blowers, scrubbers, wet-dry vacuums, cranks to raise and lower gym equipment, etc.
17. Regulate heat, ventilation and air conditioning systems to provide temperatures appropriate to the seasons in accordance with preventative maintenance procedures.
18. Check and secure building at beginning and end of shift, ensuring the safety and cleanliness of the building; turn on lights at the beginning of the day, turn off lights at the end of the day; set security alarms accordingly if applicable; lock all doors and gates after use at the end of the day in accordance with established schedule.
19. Raise, lower, and properly store the flag.
20. Move furniture and equipment within the building as directed by the principal or head custodian.
21. Store supplies and deliver supplies to teachers as directed.
22. Replace light bulbs as needed.
23. Perform light maintenance and painting tasks, as needed and directed.
24. Set up and breaks down chairs, tables and equipment and clean the cafeteria/all-purpose room, meeting rooms and functional rooms, as scheduled.
25. Shovel, plow and/or sand walks, driveways, parking areas, steps and remove snow from Commission vehicles as directed.
26. Keep inventory of cleaning supplies and order when necessary.
27. Receive deliveries and assist in unloading trucks and storing supplies.
28. Deliver supplies and materials to classrooms, bathrooms, and other areas of the building.
29. Remain on the school premises during work hours and unless otherwise authorized.
30. Obey all fire and environmental laws and regulations relating to the plan operation.
31. Participate in staff development opportunities to enhance job-related skills and knowledge.
32. All other duties as assigned by Superintendent, Business Administrator, Principal, or Head Custodian.

PHYSICAL REQUIREMENTS:

1. Stand, walk, use hands and fingers to handle or feel objects, tools, or controls.
2. Squat, stoop or kneel, reach with arms above the head, and reach forward.
3. Use hand strength to grasp tools and climb on ladders.
4. Bend or twist at the neck or trunk.
5. Lift a minimum of 75 pounds.
6. Occasionally lift and/or move bulk furniture and load/unload trucks.
7. Push/pull items such as tables, bleachers, and scrubbing machines.
8. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
9. Able to communicate effectively including understanding directions and providing verbal feedback.

ENVIRONMENTAL REQUIREMENTS:

1. Work with toxic and dangerous cleaning products that can be harmful to one's health if not handled properly. In some cases products give off unpleasant odors. Follow Right to Know guidelines.
2. Clean up blood, saliva and other bodily fluids as needed per bloodborne pathogen guidelines.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.