

BOE approved 2/8/16

TITLE: CUSTODIAN

QUALIFICATIONS:

1. Black Seal License
2. Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials
3. Ability to read, write and communicate effectively
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Building Principal and Supervisor of Buildings and Grounds

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

PERFORMANCE RESPONSIBILITIES:

Building Safety/Security

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. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
3. Immediately brings emergency conditions to the attention of the building principal, supervisor of buildings and grounds, or nearest administrator.
4. When on duty after normal hours of school operation, notifies the police, fire department, or other appropriate entity of emergency conditions and then contacts the supervisor of buildings and grounds or their designee.

Building Maintenance

1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
3. Cleans and dusts classrooms, offices, library, and faculty room daily; empties waste baskets in these areas.
4. Cleans corridors after each school day, and during the day when their condition requires it.
5. Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
6. Cleans and sanitizes all drinking fountains daily.
7. Cleans cafeteria dining areas after use.
8. Obeys all fire/safety and environmental laws and regulations relating to the plant operation.
9. Cleans chalkboards daily.
10. Moves furniture or equipment within the building as required for various activities and as directed by the head custodian or principal.
11. Complies with all laws and procedures for the storage and disposal of recyclables, trash, waste, and debris.
12. Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the head custodian.
13. Cleans all windows on both the inside and outside as scheduled.

CUSTODIAN (continued)

14. Keeps all floors in a clean and attractive condition and in a good state of preservation.

Grounds maintenance

1. Keeps the grounds free from rubbish and debris.
2. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary.
3. Displays the U.S. flag during school hours on days when school is in session.
4. Performs grounds-keeping chores including grass-cutting, tree-trimming, leaf raking and removal of litter, to maintain the grounds in a safe and attractive condition, as assigned.

Other

1. Required to wear a standard uniform selected by the district for security purposes.
2. Performs related duties as assigned.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.