Tenafly PUBLIC SCHOOLS

LEVEL B HEAD CUSTODIAN

Qualifications:

- Possess a high school diploma or equivalent.
- shall have general knowledge of cleaning and sanitary methods, materials, tools, and equipment.
- shall possess physical strength, stamina, and endurance being able to lift 50 pounds.
- shall possess at a minimum New Jersey Black Seal License or obtain one within one year of employment
- shall be capable of making minor repairs.
- shall submit the necessary documentation and fingerprints for compliance with New Jersey Criminal History Record Check procedures.

Primary Function:

The Level B Head Custodian is responsible for the performance of manual labor in cleaning and maintaining the building interior and grounds to which he/she is assigned in orderly condition, in loading and unloading deliveries, and in operating the heating system of the building to which assigned.

Direct Report:

Supervisor of Buildings and Grounds

Specific Duties and Responsibilities:

- Prepare written requisitions for custodial supplies and equipment.
- Keep an inventory of custodial supplies and equipment, both in use and in storage room.
- Dust and wash furniture, dust walls and equipment.
- Sweep, mop and wax floors, aisles, stairways, and work areas.
- Scrub and buff floors using power equipment.
- Vacuum and clean rugs.
- Wash windows.
- Move supplies, furnishings, and equipment.
- Set up or dismantle furniture, portable instructional material, and supplies.
- Remove debris from grounds.
- Empty debris from inside or outside the building for collection.
- Remove snow and ice from school premises.
- Change lights as required.
- Keep rooms supplied with materials as required.
- Make minor repairs of doors, locks, bookcases, furniture, etc.
- Operate and maintain heating, ventilating and air-conditioning system, keeping records thereof and ordering fuel as required.
- Keep fire or smoke doors closed during the time building is occupied by teachers and pupils.
- Assists in the painting and maintenance of buildings as assigned by the Supervisor of Buildings and Grounds.
- Conduct other duties as may be assigned by the Supervisor of Buildings and Grounds or designee

Terms of Employment:

12-Month Tenafly Education Association Position

Evaluation:

Will be evaluated by the Supervisor of Buildings and Grounds in accordance with New Jersey laws and regulations Tenafly Board of Education policy.

Board Approved:
June 2014

Revised:
xx/xx/18