

Job Description

BG-3

**Board of Education
Deptford Township**

TITLE: Custodian

QUALIFICATIONS:

1. Black Seal License required where facility boiler exceeds 100 horsepower.
2. General knowledge of cleaning methods.
3. Ability to read, write, and communicate effectively.
4. Ability to work safely while using cleaning chemicals and equipment.
5. Required criminal history background check and proof of citizenship or legal resident alien status.
6. Must be able to work cooperatively with fellow employees.

PHYSICAL DEMANDS:

1. Required to stand, sit, walk, and use hands and fingers to handle or feel objects, tools or controls and able to talk or hear.
2. Required to continuously use hand strength to grasp tools more than the average person while performing the duties of this job.
3. Required to frequently bend, reach forward, squat and twist at the neck and trunk more than the average person while performing the duties of this job.
4. Required to frequently move or lift up to 50 pounds repetitively.
5. Required to push/pull items such as lunch tables, chairs, desks and conference tables.
6. Must be able to go up and down steps repeatedly without restrictions as well as climb ladders to do such tasks as change light bulbs or clean.
7. Must have no physical restrictions for working with cleaning agents, dust or mold.
8. Must be able to stretch forward and up, bend down and squat without restrictions for required tasks.
9. Required to work indoors or outdoors.

REPORTS TO: Building Principal/Supervisor and Assistant Supervisor of Buildings and Grounds.

JOB GOAL: To provide a safe, clean and dirt-free environment.

PERFORMANCE RESPONSIBILITIES:

1. Opens or closes the building each day if appointed. Determines before leaving that all doors and windows are secured. Makes sure all lights are turned off except those required to remain on for safety reasons.
2. Keeps building and premises including sidewalks, driveways and play areas clean and safe at all times.

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3. Reports all items of safety and equipment failure to the maintenance supervisor.
4. Monitors heat, ventilation and air conditioning systems to provide temperatures which are appropriate to the season.
5. Checks all lavatories and plumbing fixtures for leaks and failures. Reports inoperative findings to maintenance supervisor.
6. Checks daily to ensure that all exit doors are operative. Checks panic bars for correct operation.
7. Displays the United States flag during school hours while school is in session.
8. Performs all proper cleaning methods to include dusting, sweeping, scrubbing, mopping, sanitizing, vacuuming, graffiti removal, etc. of all areas of responsibility.
9. Performs all proper cleaning methods to furniture, floors, walls, doors, marker boards, chalkboards, lavatory fixtures, windows, computer and television monitors, computer keyboards, desks, water fountains, and building structures.
10. Shovels, salts, sweeps, and takes necessary steps to remove snow during storms to insure students and staff of safe passage to and from building entrances and driveways.
11. Obeys all fire/safety and environmental laws and abides to regulations relating to the plant operations.
12. Required to change HVAC filters as instructed.
13. Complies with all laws and procedures for storage and disposal of trash, waste, and debris.
14. Inspects, maintains and monitors all areas of the buildings, both inside and out. Reports items in need of repairs to maintenance supervisor.
15. Performs all work related duties as assigned by supervisor within the scope of the job.

TERMS OF EMPLOYMENT: Yearly contract as determined by the Board of Education

Adopted: May 27, 2008