

Facilities

Board Approved – 9/18/19

This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

TITLE: Custodian

QUALIFICATIONS:

1. High school graduate or equivalent
2. Valid NJ Driver's License with driving record that will be approved by the school insurance company
3. At least two years' experience in maintenance and custodial trades preferred
4. Ability to read basic operational instructions and write reports
5. Required criminal history background, proof of U.S. citizenship or legal resident alien status, physical examination, and other required paperwork
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Facility Manager

SUPERVISES: Not applicable

JOB GOAL: To provide students with a safe, attractive, clean, and efficient place in which to learn and develop.

PERFORMANCE RESPONSIBILITIES:

1. Keeps building and premises, including sidewalks and driveways, neat and clean at all times.
2. Must be available to shovel, plow, and/or sand walkways, driveways, parking areas, and steps as appropriate during weather related times, or other emergencies.
3. Checks daily to insure that all exit doors are accessible, all entrances are secured, and all panic bolts are working properly during the hours of building occupancy.
4. Sweeps classrooms, vacuums offices, and dusts furniture as assigned.
5. Cleans corridors and common areas after school each day and during the day when their condition requires it.
6. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
7. Washes all windows on both the inside and outside as assigned.
8. Performs such yard-keeping chores as grass-cutting, tree-trimming and the like, as necessary to maintain the school grounds in a safe and attractive condition.

9. Keeps all floors clean and attractive and in a good state of preservation, and makes minor building repairs as is capable.
10. Receives deliveries when necessary and delivers receivables.
11. Maintains laundry as assigned for the District.
12. Promptly reports any damage to the school, or the need for major repairs to the Facility Manager.
13. Remains on the school premises during school hours, and during non-school hours, when the use of the building has been authorized and his/her attendance is required.
14. Moves furniture or equipment within the building as required for various activities and as directed, being careful not to damage articles moved.
15. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
16. Responsible to special events/building set-ups.

PHYSICAL REQUIREMENTS:

The duties of this job require the following physical activities: walking, sitting, standing, reaching, finger dexterity, pulling and/or pushing, carrying, feeling, repetitive motions, speaking, listening, and visual acuity. In addition, the individual must be able to read, count, write, operate and use appropriate equipment, climb ladders, and lift merchandise weighing up to 50 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

Work is performed in a normal Maintenance department setting with some exposure to health or safety hazards. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the school environment is usually moderate.