HAMILTON TOWNSHIP SCHOOL DISTRICT

90 Park Avenue, Hamilton, New Jersey 08690

JOB DESCRIPTION

TITLE:	Utility Custodian (Operations Grounds)	**REPORTS TO:**	Operations Supervisor/ Assistant Operations Supervisor

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Ability to read, write, and understand work related directions/instructions with sufficient skill to perform all required tasks. Write basic reports as may be required.
3. Possess State of New Jersey Black Seal License and the ability to maintain a current license.
4. Possess State of New Jersey TPO/CPO Pool License (where applicable) and the ability to maintain a current license.
5. Must demonstrate extensive knowledge, interest, aptitude, experience, or competence for assigned responsibilities.
6. Sufficient health and vitality to perform duties assigned.
7. Must be able to perform tasks that require lifting and moving objects that may weigh at least 50 lbs and occasionally more.
8. Ability to possess a NJ Driver's License.
9. Ability to pass the required Criminal History Review and the Sexual Misconduct/Child Abuse Disclosure.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

GENERAL DESCRIPTION:

To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Assumes the responsibilities of the school building Head Custodian.
2. May be required to travel to multiple buildings per day.
3. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.

4. Keeps buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times.
5. Shovels, plows, and/or applies ice melt to walks, driveways, parking areas, and steps, as appropriate to assist in snow and ice removal.
6. Checks daily to ensure that all exit doors are open and all panic bars are working properly during the hours of building occupancy.
7. Raises and lowers the United States flag.
8. Cleans and disinfects classrooms daily.
9. Sweeps classrooms daily and dusts furniture.
10. Cleans hallways and stairwells before, during, and after school each day.
11. Cleans and disinfects restrooms and fixtures; and cleans all sanitary fixtures and drinking fountains daily.
12. Cleans all windows on both the inside and outside.
13. Performs yard-keeping chores (grass cutting, weed whacking, etc.), as necessary, to maintain the school grounds in a safe and attractive condition.
14. Cleans all chalkboards and/or whiteboards at least once a week.
15. Makes such minor building repairs, as he is capable of; performs emergency repair or cleaning services as necessary.
16. Reports major repairs needed promptly to the secretary and submits proper paperwork to create a work order.
17. Reports immediately to the principal any damage to school property.
18. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized.
19. Maintain one month's worth of inventory supplies, equipment, fuel and ice melt on hand.
20. Submits orders through inventory control system for replacement supplies.
21. Moves furniture, equipment, text books, and supplies within buildings as required for various activities and/or reasons.
22. Complies with local laws and procedures for the storage and disposal of trash, recycling, and waste.
23. Assumes responsibility for the safe condition of the swimming pool, if the building they service has a pool.
24. Performs all necessary water tests, backwashing the filters, and refilling the pool as required by New Jersey State code.
25. Has the knowledge to operate district cleaning machines and tools.
26. Assumes responsibility for the general security of the building.
27. Assumes responsibility for the general fire safety of the building.
28. Be able to use a 6 ft. ladder.
29. Works in the warehouse as directed by the Operations Supervisor or the Assistant Operations Supervisor.
30. Follows the district Operations Department (Custodial, Warehouse, Field Maintenance) manual.
31. Performs Black Seal License responsibilities.
32. Reports all required personal absences to Frontline.
33. Performs such other custodial related duties as may be from time to time be assigned.

PHYSICAL REQUIREMENTS: **The physical demands are those that must be met to successfully perform the essential functions of the position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.**	1. Able to walk up and down stairs 2. Able to stand for long periods of time 3. Able to sit for long periods of time 4. Able to talk for long periods of time 5. Able to use a computer keyboard 6. Able to lift 50 lbs. or more per directive of the Operations Supervisor or Assistant Operations Supervisor. 7. Ability to pass the required physical examination for employment.

WORKING LOCATION:	All District Facilities/District approved events
WORK YEAR:	12 month
EVALUATION:	Performance of this position will be evaluated in accordance with the Board's policies and procedures on evaluation of professional personnel.
HTEA SALARY GUIDE:	Head Two Custodian per HTEA Guide
DATE APPROVED BY BOARD OF EDUCATION:	March 18, 2026