

## Hillsborough Township School District

### JOB DESCRIPTION

***Title:*** Custodian

***Qualifications:*** Possession of a Black Seal License

***Primary Function:*** Maintain the interior and exterior facilities in a sanitary and attractive manner.

***Report Level:*** Building Custodian

***Major Duties and Responsibilities:***

1. Executes general work duties as described in Attachment A and assigned by the building principal or building custodian.
2. Maintains an attendance record which reflects punctuality and regular attendance.
3. Demonstrates a cooperative attitude towards superiors, co-workers (maintenance and custodial) and the professional staff.
4. Reports to work in a well groomed and neatly attired manner.
5. Executes assignments in a safe and reasonable fashion.
6. Interacts with others in a courteous manner.
7. Demonstrates safety and responsibility with respect to equipment received from the Board of Education.
8. Takes precautions to protect students, administrators, teachers and co-workers while executing assigned tasks.
9. Assists building custodian in determining required work, materials and supplies to maintain a clean and attractive facility.
10. Demonstrates knowledge with respect to the proper techniques for caring for facilities.
11. Completes assigned tasks in a timely fashion.
12. Executes other responsibilities assigned by the building principal and building custodian.

DUTIES OF THE CUSTODIAN  
GENERAL DUTIES

1. Maintain neat appearance.
2. Maintain consistent good attendance.
3. Follow directions and designated procedures.
4. Establish cooperative attitude with students, faculty, other staff members and the general public.
5. Maintain materials and equipment: safe, clean and orderly.
6. Report necessary repair or replacement needs to building custodian.
7. Empty garbage.
8. Perform all other duties as assigned by building custodian or by the building principal.
9. Assist building principal in the execution of fire drills.

DAY CUSTODIAN

1. Open building for school session (raise and lower flag)
2. Clean windows
3. Pick up litter around grounds.
4. Trim grass around building (in season).
5. Distribute supplies (deliveries, UPS, etc.)
6. Change light bulbs, as needed.
7. Periodically check boiler and heating systems.
8. Take care of minor repairs.
9. Female custodian shall check girls' bathrooms periodically.
10. Male custodian shall check boys' bathrooms periodically.
11. Separate recyclable materials.
12. Move furniture as required.
13. Clean cafeteria.
14. Empty classroom garbage receptacles.
15. Load and unload satellite lunch containers, as necessary.

## NIGHT CUSTODIAN

### Daily classroom, office, library and building responsibilities

1. Clean chalk rails.
2. Empty waste baskets.
3. Dust shelves and countertops.
4. Align desks.
5. Dust mop floors.
6. Damp mop as needed.
7. Vacuum rugs, where necessary.
8. Check and lock doors and windows.
9. Help set up and take down for community affairs.
10. Assist with snow removal.
11. Wash chalkboards periodically.

### Daily Bathroom Cleaning

1. Clean and disinfect sinks, urinals and toilets.
2. Clean mirrors.
3. Fill soap dispensers, toilet tissue and paper towels.
4. Wipe toilet partitions.
5. Wet mop floors.

### Corridors

1. Clean drinking fountains.
2. Dust mop with treated mop.
3. Wet mop weekly.

## SUMMER CLEANING

### General Cleaning

1. Strip, wash, and wax floors.
2. Wash walls.
3. Wash and polish furniture.
4. Clean cabinets.
5. Clean light fixtures.
6. Clean heating and cooling units.
7. Refinish gym floors, where applicable.