

## Hillsborough Township School District

### JOB DESCRIPTION

**Title:** Custodian

**Unit Affiliation:** Hillsborough Education Association

**Qualifications:**

1. High School diploma or equivalent.
2. Some experience as a school custodian, or the equivalent in custodial service at other institutions and firms, preferred.
3. Have excellent integrity and demonstrate good moral character and initiative.
4. Valid NJ driver's license.
5. Black Seal license (One-year time allowance to obtain).
6. Meet such alternatives to the above qualifications as the Superintendent and the Board may find appropriate and acceptable.

**Primary Function:** Custodial employees are responsible for keeping the school buildings and grounds clean and in an orderly condition. Custodial employees will also perform minor tasks in connection with the maintenance and repair of school district buildings and facilities.

**Report Level:** The Custodian employee receives daily direction from the Head Custodian, the School Principal, the Custodial Supervisor, Director of Building and Grounds, and/or Designee

**Knowledge & Critical Skills:**

1. Ability to communicate with others.
2. Ability to speak fluent English and be understood under normal circumstances.
3. Ability to read basic operating instructions and write reports.
4. Ability to use common hand tools.
5. Ability to select and use proper custodial equipment and tools to complete tasks in a safe manner.
6. Demonstrate aptitude for timely completion of assigned tasks.
7. Use of safety practices in equipment handling and the use of tools.
8. Good interpersonal skills with co-workers, building staff, students, parents, and supervisors.

**Major Duties and Responsibilities:**

1. Arrive to work on time dressed in a clean uniform, Non-slip safety shoes, professionally and neatly groomed, and ready to work.
2. Maintain punctuality and consistent regular attendance.
3. Responsible for the cleanliness of the assigned building/area, remaining on school premises during assigned hours.
4. Keep building premises, including sidewalks and planted areas, neat, clean and free of rubbish at all times. Trim grass around the building, as directed.

5. Clean classrooms, offices, corridors, stairwells and remove rubbish each day when required by schedule, including dusting, sweeping, mopping, cleaning chalkboards, aligning desks, and vacuuming.
6. Scrub and disinfect toilets, urinals and sinks, floors, sanitary fixtures, water fountains, toilet partitions, mirrors, and replenish paper and soap stock daily.
7. Clean and maintain all boilers and other mechanical equipment. Complete logs, as directed.
8. Clean mechanical rooms, air handles rooms, pipe chases, etc. Keep areas free of stored boxes, furniture and other clutter.
9. Clean HVAC grills and diffusers.
10. Replace bulbs in burned out lights.
11. Move, install and/or assemble all furniture as needed.
12. Periodically wash walls, bookcases, windows and shampoo rugs. Move furniture to reach corners, cracks and crevices of covered parts of rooms.
13. Perform snow removal and de-icing as directed.
14. Receive building deliveries and move shipments to appropriate classrooms.
15. Report all major repairs needed promptly to the Head Custodian in writing (or email).
16. Maintain adequate safety measures in the performance of the work and refer to the SDS binder for guidance.
17. Set-up and take down for extra-curricular and community activities.
18. Assume responsibility for the building and, before leaving, ensure that all doors and windows are secure/locked and all lights, except those left on for safety reasons, are turned off.
19. Set an example for the other custodial employees in regard to neatness of appearance, friendly relations with other school employees, courtesy to the public, and in devotion to the job.
20. Continually improve your technical expertise in work procedures.
21. Attend in-service training, as required.
22. Assist with the training of new personnel.
23. Assist the administration and appropriate emergency personnel with any emergency and potentially dangerous or unusual situations, as directed.
24. Use proper PPE as required while using cleaning chemicals as directed by the district.
25. Perform all other duties and responsibilities assigned by the Head Custodian, Director of Buildings and Grounds and/or Principal, and/or Designee.

**Physical Requirements:**

Individuals must be physically able to efficiently perform the duties of the position. Any physical condition, which would cause the employee to be a hazard to themselves or others, is considered disqualifying. The following are general physical requirements for the position.

1. Good distance vision and ability to read without strain printed material the size of typewritten characters is required (glasses permitted).
2. Ability to see all work areas to clean and maintain.
3. Ability to hear the conversational voice with or without a hearing aid is required.
4. 100% use of arms, hands, legs, feet, shoulders and back or sufficient use of arms, hands, legs, feet, shoulders and back to accomplish the job.
5. Strength and endurance as required to perform sustained medium-heavy category labor and to lift and move objects weighing up to 50 pounds safely. Ability to stand for long periods of time.

6. Work requires flexibility and agility to perform a variety of physical labor, including ability to climb (stairs and ladders), balance, stoop, kneel, crouch, crawl, walk, stand, push, pull, lift, grasp, reach with hands and arms, use fingers to handle objects, operate tools, computers and/or controls, and the ability to perform repetitive motions during an eight-hour shift.
7. Ability to shovel snow and operate snow removal equipment.
8. Individuals must be capable of being exposed to inside and outside environmental conditions, hazards, and atmospheric conditions during the performance of their duties.

If these physical requirements change, then a functionality evaluation will be administered through the Board of Education for continuation of service.

This is an overtime eligible position.

***Terms of Employment:*** Appointed for a 12-month, one-year contract, annually renewable.

***Salary:***

To be determined based upon the contract between the Board of Education and the Hillsborough Education Association.

***Evaluation:***

Performance will be evaluated annually in accordance with the Board's policy on the evaluation of staff.

***Human Resources Mission Statement:***

This organization believes that every individual makes a significant contribution to Hillsborough's success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

***Americans with Disabilities Act Statement:***

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Hillsborough Township Public Schools shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

***Equal Opportunity:***

The Hillsborough Township Public Schools is committed to providing equal opportunity to all employees and applicants for employment in accordance with all applicable federal, state and/or local equal opportunity laws. The Hillsborough Township Public Schools does not discriminate against any employee or applicant on the basis of race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, age or any other status protected by applicable law.

**EQUAL OPPORTUNITY MULTICULTURAL EMPLOYER**

***Employee Acknowledgement:***

**I have read this job description and I certify I meet all of the qualifications. I understand the physical, mental, and environmental demands of the position, and I can perform all of the essential functions of the position unaided or with accommodation.**

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**Signature of Applicant/ Employee**

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**Date**

**Approved by HR Committee: 12/11/24**