

SUPPORT STAFF POSITION

TITLE: Custodian

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Black Seal New Jersey Fireman's License for low pressure steam heating and ventilating equipment.
3. Knowledge of occupational hazards and necessary safety.
4. Ability to establish and maintain effective working relationships with custodial employees, faculty, students, and general public.
5. Ability to maintain routine records and prepare reports.
6. Physical strength sufficient to perform assigned tasks.

APPOINTMENT: Board appoints upon recommendation of the Superintendent.
Board sets initial salary.
Work year - 12 months.

REPORTS TO: Head Custodian and/or Building Administrator.

FUNCTION: To assist in the performance of the work of maintaining assigned building.

DUTIES:

1. To sweep, dust, and mop wood, tile, terrazzo, and other types of floors.
2. To reseal and to wax floors.
3. To clean windows, walls, and woodwork.
4. To dust, wash, and polish furniture.
5. To vacuum rugs and carpets.
6. To wash light globes.
7. To wash urinals, bowls, sinks, and drinking fountains.
8. To empty wastepaper baskets.
9. To mow lawns, trim hedges, and keep surrounding grounds neat and clean.
10. To clean sidewalks.
11. To sand sidewalks and to remove ice and snow.

12. To open building and to see that doors are locked at the end of the day.
13. To close windows and turn off lights and adjust shades.
14. To move furniture, desks, and equipment.
15. To replenish towels, toilet paper, and soap.
16. To replace light bulbs, fuses, and washers and to make other minor repairs.
17. To unplug toilets and sinks.
18. To fire and attend a heating plant and auxiliary equipment.
19. To grease, oil, and tend mechanical and electrical equipment.
20. To take necessary steps to protect the building from damage in case of emergency.
21. To make minor emergency repairs and to report needed repairs or maintenance work to the Head Custodian and/or Building Administrator.
22. To report fuel, gas, power, and water consumption.
23. To receive and to distribute all supplies.

The list of duties above does not constitute an exclusive listing of the functions but merely sets forth by way of guidance some of the duties of the position.