



3.04 (9300)

Millburn Township Public Schools Job Description

TITLE: **Custodian**

QUALIFICATIONS

1. Able to read and write and follow verbal and written instructions.
2. Holds a New Jersey State Fireman's License of a least black seal grade or will obtain license within 2 years.
3. Has knowledge of tools, equipment, materials and standard practices necessary to maintain assigned areas in a clean, orderly manner.
4. Able to make minor repairs.
5. Ability to pass a physical examination.
6. Required criminal history background check and eligibility to work in the United States
7. All applicants must meet NJ Residency requirements as per "New Jersey First Act" N.J.S.A. 52:14-7 (L.2011, Chapter 70)

ELEMENTARY CUSTODIANS REPORT TO:

Building Principal and Director of Buildings and Grounds
Receive daily direction from the Head Custodian

SECONDARY CUSTODIANS REPORT TO:

Supervising (Head) Custodian, Director of Buildings and Grounds, and Principal
Nightshift custodians receive daily direction from the Assistant Head Custodian
(Secondary Schools Nights)

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

PERFORMANCE RESPONSIBILITIES:

1. Sweeps and wet mops floor areas, stairs, and landings.
2. Spot mops and mops heavy traffic lanes.
3. Dusts, wipes, cleans, washes, disinfects, and polishes furniture, window sills, cabinet tops, doors, walls, partitions, chair and handrails, moldings, venetian blinds, lockers, light fixtures, equipment and all other exposed surfaces.
4. Removes pencil, ink, crayons, chalk, and any other writings or marks from walls, doors, and other surfaces.

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5. Empties pencil sharpeners and wastebaskets.
6. Cleans whiteboards, chalkboards, chalk trays, and chalkboard erasers.
7. Cleans interior and exterior glass in all doors and the inside of exterior windows.
8. Replaces light bulbs as required.
9. Vacuums carpeted areas.
10. Empties trash cans and removes trash from building.
11. Moves and arranges furniture, including changes in room use.
12. Reports on all items in need of repair requiring maintenance department attention.
13. Checks that doors and windows are secure.
14. Thoroughly cleans urinals, toilet bowls, toilet seats, toilet bases, toilet hardware, sinks, mirrors, foundations, door handles and/or door pushers.
15. Refills towel, toilet tissue and soap dispensers.
16. Raises and lowers flag as required.
17. Maintains a safe and presentable appearance of the building and adjacent grounds.
18. Maintains grass and shrubbery.
19. Unloads, stores, and distributes supplies and materials.
20. Scrubs, strips, and waxes floors.
21. Paints as needed when directed.
22. Prepares auditorium, multi-purpose and other rooms for meetings, assemblies, lunch, and other uses.
23. Assists in fire drills.
24. Washes waste baskets and garbage cans.
25. Makes necessary repairs or adjustments that can be done with simple tools.
26. Assists in emergencies of whatever nature, including snow removal, etc.
27. Cleans and checks univents as needed.
28. Washes, repairs, and adjusts window blinds and shades.
29. Assumes such other related duties or tasks as may be assigned.

SALARY RANGE: Contractual: Communications Workers of America, AFL-CIO

TERM OF EMPLOYMENT: Twelve (12) month work year, 40-hour work week

EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the Board's policy on evaluation of non-certificated staff.

APPROVED BY THE MILLBURN TOWNSHIP BOARD OF EDUCATION: 8/1978

Revised: 1/10/2022