

**PRINCETON PUBLIC SCHOOLS  
CUSTODIAN**

**BOARD REAPPROVED  
April 23, 2019**

**JOB TITLE:** CUSTODIAN

**UNIT AFFILIATION:** PRESSA

**REPORTS TO:** CUSTODIAL SUPERVISOR

**MAJOR RESPONSIBILITY:**

Performs routine cleaning and general housekeeping in district-owned facilities using efficient, economical, and environmentally sound procedures, practices and supplies to ensure the safety, health and well-being of the district's students, staff and others using district facilities.

**QUALIFICATIONS:**

- A. Minimum of 1 year institutional housekeeping/cleaning experience;
- B. Knowledge of commercial (institutional) cleaning procedures, practices and equipment;
- C. Ability to read, understand and write English and carry out oral and written directions and assignments and communicate effectively, orally and in writing, with members of the school community.
- D. Knows, understands, and uses established operation safety procedures;
- E. Ability to work well with students, members of the school community, the general public, and vendors in a patient and caring way;
- F. Physical health and mental ability to perform the essential job functions;
- G. Required criminal history background check, proof of U.S citizenship or legal resident alien status, and proof of acceptable Mantoux test results;

**ESSENTIAL PHYSICAL/MENTAL DEMANDS:**

Ability to perform physical tasks (i.e., sitting, talking, walking, bending, crouching, crawling, leaning, standing, reaching, balancing, climbing, shoving, pushing, pulling, etc.) with dexterity and strength over extended periods of time in all types of environments and climates. Ability to perform tasks to completion while handling frequent interruptions. Ability to anticipate needs, to organize work, materials, and tools, and to respond calmly and effectively to emergency/crisis situations. Ability to use fire safety equipment (i.e., fire extinguishers) appropriately. Ability to effectively think, reason, communicate, compute, problem solve and react. Excellent vision and physical health, especially that needed to safely operate equipment. Ability to lift up to 80 pounds.

**MACHINERY/EQUIPMENT USED:**

Cleaning equipment (i.e., brooms, mops, floor scrubber, floor waxier, and floor buffer), ladders, student and adult furniture, indoor and outdoor classroom equipment and supplies, playground equipment, cafeteria and refrigeration equipment, sanitation and recycling equipment and supplies, and all other items associated with the cleaning and maintenance of a school/office building, its property and grounds.

**ENVIRONMENTAL DEMANDS:**

Frequent exposure to chemical and infectious hazards. Frequent exposure to electrical and mechanical

equipment and machinery. Moderate exposure to climate and air conditions. Limited exposure to motor vehicles.

**JOB GOAL:**

To accomplish with skill and efficiency the daily cleaning and maintenance necessary to ensure a clean, healthy, sanitary and safe learning and work environment for all students and staff.

**ESSENTIAL FUNCTIONS:**

The major function includes the cleaning, dusting, sanitizing and disinfecting, as appropriate, of all areas to the school/office building on a prescribed schedule.

- A. Classrooms  
Empties out trash and recycling containers, cleans chalk trays, dusts counter tops, shelves, and dusts window sills; cleans sinks where appropriate, oil mops floors (or vacuums rugs) and sets up rooms; empties out pencil sharpeners; checks to see that windows and doors are closed and locked, that blinds/shades are drawn properly.
- B. Lavatories  
Cleans sinks, urinals, toilets, mirrors, window sills; wet-mops, especially around and in the back of toilets, under sinks and in corners; empties trash baskets. Fills toilet tissue, paper towel, and soap containers.
- C. Office Area  
Dusts all desk tops, counter tops, window sills, and other flat surfaces; empties wastepaper and recycling baskets; cleans floor and carpet, especially in corners and under equipment and lavatories, including sink, toilet, and floor as mentioned above.
- D. Gymnasium  
Cleans floors, especially corners, and under bleachers. Dusts bleachers and standing equipment. Cleans and sanitizes areas subject to body contact and bodily fluids (i.e., wrestling mats).
- E. Wood Shop  
Cleans off all dust from machines, ledges, and workbenches; oil-mops the floor; empties wood barrel and trash/recycling containers; cleans sinks and lavatories as stated above; fills toilet tissue, soap and paper towel containers.
- F. General  
Cleans all common areas, book rooms, storerooms and custodial rooms in respective section; cleans all sinks in the custodial room/closet; removes gum, graffiti, paint, and any other unsightly objects from the floor, hall and other public areas in respective section. Cleans all surfaces in halls (i.e., tiles walls, lockers) foyers (i.e., display cases, displays), common areas, and special work rooms.
- G. Maintains adequate supplies of all cleaning fluids, paper items, and products. Immediately reports the need for additional supplies and/or equipment repair to the supervisor in the appropriate manner.
- H. Prepares written reports of work completed, as may be assigned.
- I. Performs other duties as required for the daily operation of the school and/r as may be assigned by the supervisor.

**TERMS OF EMPLOYMENT:**

Appointed annually for either a ten-month or a twelve month period beginning September 1 or July 1, respectively, through June 30. Work may be assigned in either four (4), six (6) or eight (8) hour shifts.

The term of employment shall be consistent with the provisions of the contract between the Princeton Educational Support Staff Association and the Board of Education.

**SALARY:**

To be determined annually based upon the contract between the Board of Education and the Princeton Public Educational Support Staff Association

**EVALUATION:**

Performance will be evaluate annually in accordance with the Board's policy on the evaluation of support personnel.

**HUMAN RESOURCES MISSION STATEMENT:**

This organization believes that every individual makes a significant contribution to Princeton's success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualification 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 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 Princeton Schools shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.**

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

Date

**EQUAL OPPORTUNITY MULTICULTURAL EMPLOYER**  
**Originally Board Approved 11/26/85**