

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION
JOB DESCRIPTION
Custodian

Date of Adoption: June 13, 2013

JOB TITLE: Custodian

REPORTS TO: The Custodian employee receives daily direction from the Head Custodian, the School Principal and the Director of Building and Grounds and/or the Business Administrator/Board Secretary.

NATURE AND SCOPE OF JOB: 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.

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Certificate of good health by school doctor.
3. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
4. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
5. Valid NJ driver's license.
6. Proof of citizenship or registration – I-9 form.
7. Black Seal license (One year time allowance to obtain).
8. Some experience as a school custodian, or the equivalent in custodial service at other institutions and firms.
9. Have excellent integrity and demonstrate good moral character and initiative.

Such alternatives to the above qualifications as the Superintendent and the Board may find appropriate, acceptable and legal.

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 proper equipment and tools to complete tasks.
6. Demonstrate aptitude for completion of assigned tasks.
7. Use of safety practices in equipment handling and the use of tools.

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EMPLOYMENT TERMS:

Twelve month position. Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the International Brotherhood of Teamsters, Local 102.

JOB FUNCTIONS AND RESPONSIBILITIES:

1. Arrive to work on time dressed in a clean uniform, steel-toe safety shoes, hair trimmed and ready to work.
2. Be responsible to the Principal and the Head Custodian/Director of Building and Grounds for the cleanliness of the assigned building, remaining on school premises during assigned hours.
3. Keep building premises, including sidewalks and planted areas, neat, clean and free of rubbish at all times.
4. Clean classrooms, offices, corridors, stairwells and remove rubbish each day when required by schedule, including dusting, sweeping, mopping and vacuuming.
5. Scrub and disinfect toilets, floors, sanitary fixtures, water fountains, and replenish paper and soap stock daily.
6. Clean and maintain all boilers and other mechanical equipment.
7. Clean mechanical rooms, air handles rooms, pipe chases, etc. Keep areas free of stored boxes, furniture and other clutter.
8. Clean HVAC grills and diffusers.
9. Replace bulbs in burned out lights.
10. Move, install and/or assemble all furniture as needed.
11. Periodically wash walls, bookcases, windows and shampoo rugs. Move furniture to reach corners, cracks and crevices of covered parts of rooms.
12. Snow removal and de-icing.
13. Receive building deliveries and move shipment to appropriate classroom.
14. Report all major repairs needed promptly to the Head Custodian in writing (or email).
15. Maintain adequate safety measures and follow legal restrictions in the performance of the work.
16. Assume responsibility for the building and, before leaving, ensure that all doors and windows are secure and all lights, except those left on for safety reasons, are turned off.
17. 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.
18. Continually improve your technical expertise in work procedures and
19. Attend in-service training, as required.
20. Evaluate custodial products.
21. Assist with the training of new personnel.
22. Assist with emergency evacuations and drills. Assist the administration and appropriate emergency personnel with any emergency and potentially dangerous or unusual situations.
23. Perform all other duties and responsibilities assigned by the Director of Buildings and Grounds and/or Principal.

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

PHYSICAL REQUIREMENTS:

Individuals must be physically able to perform efficiently the duties of the position. Any physical condition, which would cause the employee to be a hazard to him 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 are 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 heavy labor and to lift and move objects weighing up to 100 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.
8. Individual 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.

EVALUATION:

The Director of Buildings and Grounds and the Building Principal jointly, with input from the Head Custodian, shall evaluate the Custodial employee in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.