

TOMS RIVER REGIONAL SCHOOLS

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**TITLE: CUSTODIAN**

**QUALIFICATIONS:**

1. High School Diploma or Equivalent
2. Be clean and neat in appearance
3. Ability to lift 75 pounds at least 20% of the time, bend, lift, squat, crawl, perform repetitive motions, climb stairs and ladder, work at heights, shovel, work in the elements, stand for long periods of time, and work and handle a hand truck.
4. Ability to operate all required power tools and or equipment
5. Basic computer knowledge
6. Have reasonable mechanical ability
7. Possess a valid New Jersey Driver's License
8. Must have a Black Seal Operator's License
9. Require criminal history background check and proof of U.S. citizenship or legal resident alien status is required

**REPORTS TO:** Any Facilities Supervisor, Superintendent and or his/her designee

**JOB GOAL:** To provide a safe and clean educational environment compliance with district, state, and federal regulations

**PERFORMANCE RESPONSIBILITIES:**

1. Directly responsible to any Facilities Supervisor.
2. Must be employed on a twelve (12) month basis with work day schedule as jointly determined by any Facilities supervisor, Night Supervisor, Night Custodian and Superintendent and or his/her designee.
3. Shall perform in accordance with the negotiated agreement between the Board of Education and the Teamsters Local No. 97.
4. Shall perform all duties in the most efficient manner possible and cooperate with the Head Custodian and co-workers in the interest of the school system.
5. Shall wear uniform provided by the Board of Education.
6. Open/closes the building each day. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
7. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
8. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
9. Displays the U.S. Flag and other appropriate flags are displayed during school hours on days when school is in session.

## **CUSTODIAN (Continued)**

10. Cleans and dusts lockers, bleachers and chairs, classrooms, office, library and faculty rooms daily; empties all wastebaskets in these areas.
11. Cleans corridors after each school day and during the day when the condition requires it.
12. Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
13. Cleans and sanitizes all drinking fountains daily.
14. Set up cafeteria for lunch and cleans cafeteria dining areas after each use.
15. Shovels, snowplows, salt and/or sweeps sidewalks and steps as necessary.
16. Obeys all fire/safety and environmental laws and regulations.
17. Keep the grounds free from rubbish and debris.
18. Moves furniture or equipment within the building as required for various activities and as directed by the Head Custodian, Building Principal, Night Custodial Supervisor, Superintendent and or his/her designee or any Facilities Supervisor.
19. Complies with all laws and procedures for the storage and disposal of trash, waste and debris.
20. Conducts an on-going program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the Head Custodian.
21. Cleans all windows and door glass on both the inside and outside as scheduled.
22. Keeps all floors in a clean and attractive condition and in a good state of preservation.
23. Wet mop floors.
24. Remove graffiti from walls.
25. Stripping as assigned by the Head Custodian, Facilities Coordinator and/or Night Custodial Supervisor.
26. Perform any other tasks assigned by the Facilities Coordinator for the overall condition of the building and for personnel management.
27. Performs other duties which may be assigned or required by law, code, regulation or board policy and/or the Business Administrator or his/her designee.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Employed on a 12 Month basis

Adopted by: Toms River Regional Schools

Date: June 15, 2016

Revision: February 15, 2018