

WESTFIELD PUBLIC SCHOOLS
Westfield, New Jersey

QUALIFICATIONS:

1. Black Seal License, high school diploma or equivalent training
2. Minimum experience as determined by the board
3. Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials
4. Ability to read, write and communicate effectively
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO:

Head Custodian/Principal/Director of Buildings and Grounds

JOB GOALS:

To provide a safe, clean and comfortable school environment.

JOB RESPONSIBILITIES:

1. Opens/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.
2. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
3. Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
4. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
5. Displays the U.S. flag during school hours on days when school is in session.
6. Cleans and dusts classrooms, offices, library and faculty room daily; empties waste baskets in these areas.
7. Cleans corridors after each school day, and during the day when their condition requires it.
8. Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
9. Cleans and sanitizes all drinking fountains daily.

10. Cleans cafeteria dining areas after use.
11. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary.
12. Obeys all fire/safety and environmental laws and regulations relating to the plant operation.
13. Keeps the grounds free from rubbish and debris.
14. Cleans chalkboards daily.
15. Moves furniture or equipment within the building as required for various activities and as directed by the head custodian or principal.
16. Complies with all laws and procedures for the storage and disposal of trash, waste, and debris.
17. Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the head custodian.
18. Cleans all windows on both the inside and outside as scheduled.
19. Keeps all floors in a clean and attractive condition and in a good state of preservation.
20. Performs grounds keeping chores including grass-cutting, tree-trimming, leaf raking and removal of litter, to maintain the grounds in a safe and attractive condition.
21. Performs related duties as assigned.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board of education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of non-certified staff.

Board approval date: 10/01/2007

Legal References:

N.J.S.A. 13:1F-19 School Integrated Pest Management Act

N.J.S.A. 18A:6-7.1 Criminal history record

N.J.S.A. 18A:16-1 Officers and employees

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:17-3 Tenure of janitorial employees

N.J.S.A. 18A:17-41 Rules and regulations governing janitorial employees

N.J.S.A. 18A:36-3 Display of flag

N.J.S.A. 18A:41-1 Fire drills

N.J.S.A. 18A:41-2 Fire and smoke doors closed

N.J.S.A. 34:5A-1 et seq. N.J. Worker and Community Right to Know Act

N.J.S.A. 34:7-1 License necessary

N.J.A.C. 6:3-4A-4 Requirements of physical examinations

N.J.A.C. 6:24 Comprehensive maintenance plans

N.J.A.C. 6A:26 Educational facilities

N.J.A.C. 6A:26-12 Operations and maintenance of facilities

N.J.A.C. 12:90-3.4 Licensing of operating engineers and boiler operators

N.J.A.C. 12:100-4.2 Adoption by reference

Bloodborne Pathogen Standard, 29 C.F.R. 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

