

**TITLE: PART-TIME CUSTODIAN**

**QUALIFICATIONS:**

1. Black Seal License preferred.
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
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Operations & Maintenance Supervisor/Principal

**JOB GOAL:** To provide a safe, clean and comfortable school environment.

**PERFORMANCE RESPONSIBILITIES:**

Building Security

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. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.

Building Maintenance

1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Cleans and dusts classrooms, offices, library and faculty room daily; empties waste baskets in these areas.
3. Cleans corridors after each school day, and during the day when their condition requires it.
4. Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
5. Cleans and sanitizes all drinking fountains daily.
6. Cleans cafeteria dining areas after use.
7. Executes environmental accommodations related to student health and safety and implements specific cleaning directions and other required measures to further the protection of students and/or staff members with potentially life-threatening allergies and/or physical disabilities.
8. Obeys all fire/safety and environmental laws and regulations relating to the plant operation.
9. Cleans chalkboards daily.
10. Moves furniture or equipment within the building as required for various activities and as directed by the head custodian or principal.

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11. Complies with all laws and procedures for the storage and disposal of recyclables, trash, waste, and debris.
12. Cleans all windows on both the inside and outside as scheduled.
13. Keeps all floors in a clean and attractive condition and in a good state of preservation.

### Grounds maintenance

1. Keeps the grounds free from rubbish and debris.
2. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary.

### Other

1. May be required to wear a standard uniform selected by the district for security purposes.
2. Performs related duties as assigned.

### **TERMS OF**

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

### **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Mendham Borough Board of Education

Date: April 24, 2018

Revised:

### **LEGAL REFERENCES:**

<u>N.J.S.A.</u> 13:1E-99.11 through 99.39	Solid waste management
<u>N.J.S.A.</u> 13:1F-19	School Integrated Pest Management Act
<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-3, -4	Tenure of janitorial employees
<u>N.J.S.A.</u> 18A:17-41	Rules and regulations governing janitorial employees
<u>N.J.S.A.</u> 18A:41-2	Fire and smoke doors closed
<u>N.J.S.A.</u> 34:5A-1 <u>et seq.</u>	N.J. Worker and Community Right to Know Act
<u>N.J.S.A.</u> 34:7-1	License necessary
<u>N.J.A.C.</u> 6A:26	Educational facilities
See particularly:	
<u>N.J.A.C.</u> 6A:26-12.1	Facilities maintenance requirements
<u>N.J.A.C.</u> 6A:26-20.1 <u>et seq.</u>	Comprehensive maintenance plans
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>N.J.A.C.</u> 7:26A-1.1 <u>et seq.</u>	Recycling rules
<u>N.J.A.C.</u> 8:59-1 <u>et seq.</u>	N. J. Worker and Community Right to Know Act
<u>N.J.A.C.</u> 12:90-8.1 <u>et seq.</u>	Licensing of operating engineers and boiler operators
<u>N.J.A.C.</u> 12:100-4.2	Adoption by reference

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Bloodborne Pathogen Standard, 29 CFR 1910.1030

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