

**TITLE: DAYTIME CUSTODIAN**

**QUALIFICATIONS:**

1. Black Seal License required.
2. Ability to read, write and communicate effectively.
3. Knowledge of building systems operative and maintenance to include HVAC, plumbing, electrical and security systems.
4. Strong knowledge of building cleaning methods and procedures.
5. Proper methods for handling and disposal of hazardous materials.
6. Must be in good physical health and be capable of performing required tasks.
7. Successful completion of required criminal history background check and provide proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** Operations and Maintenance Supervisor

**JOB GOALS:**

1. Provide a safe, clean and comfortable environment for staff and students.
2. Maintain district facilities and security.

**PERFORMANCE RESPONSIBILITIES:**

1. Oversee the operation of building mechanical support systems.
2. Assist Supervisor of Operations and Maintenance with the required facilities maintenance tasks.
3. Open the building and prepare school for student and staff arrival each morning noting irregularities for supervisor.
4. Evaluate and ensure that building and premises are clean and safe daily.
5. Maintain building security.
6. Assure that all exterior doors are locked at all times.
7. Engage in respectful interchanges with all other people.
8. Display the US flag daily during school hours when school is in session.
9. Clean main office areas daily
10. Shovel, plow, salt to clear ice and/or snow from sidewalks, building entrances and steps whenever necessary.
11. Clean cafeteria dining areas during and after lunch.
12. Obey all fire/safety and environmental laws and regulation relating to plant operation and cleaning procedures.

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## DAYTIME CUSTODIAN (continued)

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13. Move furniture and equipment as needed within the school system.
14. Participate in an ongoing program of plant equipment preventive maintenance and repair.
15. Perform minor equipment repairs as needed.
16. Monitor equipment for problems and report irregularities to supervisor for follow-up.
17. Perform periodic inside and outside window cleaning as needed.
18. Maintain grounds in a safe and attractive condition.
19. Perform facility maintenance items during the summer school break.
20. Be available for overtime to cover events outside of regular school hours as needed.
21. Deliver interoffice mail between school locations daily, which may include the use of personal vehicle.
22. Comply with all laws and procedures for the storage and disposal of trash, waste and debris.
23. Monitor use of materials and supplies and notify supervisor when replenishment orders need to be placed.
24. Perform any other duties deemed necessary for the safe and efficient operation of the school facilities by the school's supervisory/management personnel.

### **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education annually.  
Full-Time or Part-Time

### **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated in accordance provisions of the Board's policy on evaluation of non-certified staff.

Approved by: Mendham Borough Board of Education

Date: March 27, 2007

Revised: November 18, 2014

### **LEGAL REFERENCES:**

<u>N.J.S.A. 13:1E-99.11</u>	Mandatory statewide source separation and recycling of solid waste.
through 99.39	
<u>N.J.S.A. 13:1F-19</u>	School Integrated Pest Management Act
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:16-1</u>	Officers and employees
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:17-3</u>	Tenure of janitorial employees
<u>N.J.S.A. 18A:17-41</u>	Rules and regulations governing janitorial employees
<u>N.J.S.A. 18A:36-3</u>	Display of flag
<u>N.J.S.A. 18A:41-1</u>	Fire drills
<u>N.J.S.A. 18A:41-2</u>	Fire and smoke doors closed
<u>N.J.S.A. 34:5A-1 et seq.</u>	N.J. Worker and Community Right to Know Act
<u>N.J.S.A. 34:7-1</u>	License necessary
<u>N.J.A.C. 5:11-8.5</u>	Licensing of operating engineers and boiler operators
<u>N.J.A.C. 6A:26</u>	Educational facilities

See particularly:

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<u>N.J.A.C. 6A:26-12</u>	Operations and maintenance of facilities
<u>N.J.A.C. 6A:26A</u>	Comprehensive maintenance plans
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 7:26A-1.1 et seq.</u>	Source separation and recycling of solid waste
<u>N.J.A.C. 12:100-4.2</u>	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.