

**TITLE: EVENING 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. Oversee the operation of building mechanical support systems.
3. Take boiler readings daily.
4. Monitor building systems for proper operating status and report deficiencies to Supervisor of Buildings and Grounds for corrective action.

**PERFORMANCE RESPONSIBILITIES:**

1. Secure the buildings prior to leaving for the evening. Check all windows and doors to make sure they are locked. Set alarm when leaving.
2. Turn off hallway and classroom lighting prior to leaving facility.
3. Clean and dust all classrooms, library, faculty room, nurse's office.
4. Clean and sanitize all bathrooms daily. Sweep and mop bathroom floors.
5. Vacuum carpet or mop tile floors in all classrooms and office areas.
6. Clean and sanitize all drinking fountains daily.
7. Dry dust mop gymnasium floor daily. Mop as needed.
8. Replenish all paper supplies and soap in bathrooms and classrooms as needed but check status daily.
9. Note any mechanical problems found and report to supervisor for follow up.
10. Be available for snow removal when needed. This may be required on other shifts to be determined by supervisor based on weather conditions.
11. Obey all fire/safety and environmental laws and regulations relating to plant operation.

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12. Clean chalkboards/whiteboards weekly.
13. Clean windows as directed by supervisor.
14. Keep all floors clean – mopped, vacuumed and waxed to maintain attractive appearance.
15. Comply with all laws and procedures for the storage and disposal of trash, waste and debris.
16. Monitor use of materials and supplies and notify supervisor when replenishment orders need to be placed.
17. Support after school events as needed. This may include securing portions of facility, set up and removal of chairs, tables, trash receptacles, etc.
18. Be available for the daytime shift during the summer months to work together with the daytime custodians and supervisor to perform extensive facility cleaning and address maintenance issues which cannot be performed during the regular school year.
19. Perform any duties deemed necessary for the safe and efficient operation of the school facilities by the schools 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:	
<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

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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.