



Custodian – Classifications A&B

- QUALIFICATIONS:**
1. Demonstrate aptitude and competency to fulfill performance responsibilities.
 2. Acquire, within a time specified at hiring, a black seal license and any other licenses or certifications specified by the Board of Education.
 3. Possess and maintain the physical ability to perform the minimum job functions of this position with reasonable accommodations.
 4. Pass a Criminal History Review under the provision of P.L. 1986, C116.
 5. Pass a physical examination in accordance with statute and board policy.
 6. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Supervisor of Buildings and Grounds

JOB GOAL: To maintain the district's buildings, grounds, machinery, equipment and furnishings in a condition of operating excellence, cleanliness and safety so that maximum effectiveness and efficiency may be realized for educational, recreational and community use.

PERFORMANCE RESPONSIBILITIES:

1. Keep assigned building and grounds, including sidewalks, driveways and play areas neat and clean at all times.
2. Vacuum carpets and mats and sweep classrooms, corridors, stairways, offices and other areas in assigned building on a daily basis or as directed when school is not in session.
3. Clean chalkboards, dust furniture, sills, chalk trays, shelves, baseboards and other surfaces in assigned building on a daily basis or as directed when school is not in session.
4. Scrub, hose down and disinfect toilet floors daily and clean and disinfect all sanitary fixtures and drinking fountains daily. Refill paper towel, toilet tissue and other dispensing devices as needed.
5. Clean door glass, mirrors and other similar surfaces in assigned building on a regular basis.

6. Wet mop dirty areas and spills as needed.
7. Remove graffiti and other foreign substances from floors, walls, furniture and other surfaces as soon as notified.
8. Move furniture, equipment and supplies and assists with set up and take down as required for various activities.
9. Remove trash, rubbish and waste materials from assigned area on a daily basis in accordance with laws, regulations and procedures governing such disposal and washes trash receptacles as needed.
10. Scrub and wax furniture, shelving, sills, baseboards, cabinets and other surfaces in assigned building as directed by the Supervisor of Buildings and Grounds or Foreman.
11. Wash interior and exterior windows in assigned building as directed by the Supervisor of Buildings and Grounds or Foreman.
12. Perform assigned floor stripping, scrubbing, waxing, sealing and buffing as scheduled by the Supervisor of Buildings and Grounds or Foreman.
13. Perform major cleaning and refurbishing tasks as assigned by the Supervisor of Buildings and Grounds or Foreman.
14. Maintain custodial closets in a neat, clean and secure manner with sufficient supply of materials and equipment to complete assigned tasks efficiently.
15. Perform minor maintenance and grounds tasks as directed by the Supervisor of Buildings and Grounds or Foreman.
16. Report incidents of vandalism, damage and repair needs promptly to the Supervisor of Buildings and Grounds or Foreman.
17. Check daily to ensure that all exit doors and panic bars in assigned building are working properly.
18. Responsible for opening assigned building as directed including turning off security alarm, checking boiler operation, unlocking designated doors and raising the United States flag at or before 8:00 A.M.
19. Responsible for closing assigned building as directed including turning on security alarm, checking boiler operation, locking designated doors and lowering the United States flag at or after 3:30 P.M. as assigned.

20. Maintain security in assigned building by keeping areas locked when not occupied, securing all windows, lowering shades to the designated point and turning off lights except those left on for safety reasons.
21. Notwithstanding scheduled lunch and break periods, remain on school premises during school hours and non-school hours when the building is in use and attendance is required.
22. Work with and communicate daily with all custodians and cleaners assigned to the same building to insure a smooth transition between shifts so that all work is completed satisfactorily in a timely manner.
23. Assist with snow removal and other emergencies as directed by the Supervisor of Buildings and Grounds or Foreman.
24. Attend training sessions with the approval of the Supervisor of Buildings and Grounds to maintain or increase competency in areas of responsibility.
25. Perform any other tasks or duties assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve month year. Salary established by Board in accordance with negotiated unit agreement.

EVALUATION: Job performance will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Staff Personnel and the negotiated unit agreement.

Approved by: _____ Board of Education