

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: CUSTODIAN

QUALIFICATIONS:

1. High School Diplomas or GED
2. Be clean and neat in appearance
3. Strong interpersonal skills
4. Ability to operate all required power tools and or equipment.
5. Have reasonable mechanical ability.
6. Possess a valid New Jersey Driver's License.
7. Must have a Black Seal Operator's License.
8. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.
9. The ability to bend, lift, squat, crawl, perform repetitive motions and work overhead.
10. The ability to climb ladders and work on roofs or ceilings.
11. Ability to lift 75 pounds at least 20% of the time

REPORTS TO: Directly responsible to the Facilities Manager

JOB GOAL:

To assist in maintaining a safe and clean school district campus.

ESSENTIAL JOB FUNCTIONS:

1. Must be employed on a twelve (12) month basis with work day schedule as jointly determined by any Facilities Manager and Business Administrator.
2. Ability to lift 75 pounds at least 20% of the time
3. Bend, lift, squat, crawl, perform repetitive motions, climb stairs and ladder, work at heights, shovel, work in the elements, stand for long periods of time, and work and handle a hand truck.
4. Physically move and twist to complete normal daily activities such as mopping, sweeping, emptying garbage cans, moving furniture, etc.

5. Physically able to shovel snow, sweep sidewalks and steps, and salt during inclement weather
6. Required to report to work for assigned shift during snow emergencies
7. Ability to operate all required equipment such as floor machines, auto scrubbers, vacuums, snow blowers, etc.
8. Ability to stand and walk continuously about the classrooms, hallways, cafeteria, school and other school grounds for long periods of time.
9. Maintain a working relationship with other district staff.
10. Shall perform all duties in the most efficient manner possible and cooperate with the Head Custodian and co-workers in the interest of the school system.
11. Shall wear uniform provided by the Board of Education.
12. Opens/closes the building each day as determined by assigned shift.
13. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
14. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
15. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
16. Ensures that the U.S. Flag and other appropriate flags are displayed during school hours on days when school is in session.
17. Cleans and dusts lockers, bleachers and chairs, classrooms, office, library and faculty rooms daily; empties all wastebaskets in these areas.
18. Cleans corridors after each school day and during the day when the condition requires it.
19. Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
20. Cleans and sanitizes all drinking fountains daily.
21. Set up cafeteria for lunch and cleans cafeteria dining areas after each use.
22. Check furnace, boilers, room heaters, etc. to insure classrooms are at a comfortable temperature on a daily basis. Report any problems to the head custodian and/or foreman/night supervisor.
23. Shovels, snowplows, salts and/or sweeps sidewalks and steps as necessary.
24. Obeys all fire/safety and environmental laws and regulations relating to the plant

operation.

25. Keep the grounds free from rubbish and debris.
26. Moves furniture or equipment within the building as required for various activities and as directed by the Head Custodian, Building Principal, Night Custodial Supervisor or any Facilities Supervisor.
27. Complies with all laws and procedures for the storage and disposal of trash, waste and debris.
28. Conducts an on-going program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the Head Custodian.
29. Cleans all windows and door glass on both the inside and outside as scheduled.
30. Keeps all floors in a clean and attractive condition and in a good state of preservation.
31. Wet mop floors.
32. Report all graffiti to administration.
33. Remove graffiti from walls, bathrooms, partitions, doors, etc. once it is determined by security that there is no criminal act.
34. Mop both boys and girls gym areas.
35. Striping as assigned by the Facilities Manager.
36. Perform any other tasks assigned by the any Facilities Manager for the overall condition of the building and for personnel management.
37. Perform any other tasks assigned by the Superintendent of Schools, Business Administrator, or their designee, where circumstances prevent assignment through the chain of command described herein.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

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

BOE APPROVED: 10/2/17
2nd Reading: 10/16/17