

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: CUSTODIAN (GROUNDS)

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. The ability to lift 75 lbs. at least 20% of the time
12. Occasional ability to lift/carry equipment and supplies weighing up to 80 lbs

RERPORTS 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. 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.

3. Physically move and twist to complete normal daily activities such as mopping, sweeping, emptying garbage cans, moving furniture, etc.
4. Physically able to shovel snow, sweep sidewalks and steps, and salt during inclement weather.
5. Required to report to work for assigned shift during snow emergencies.
6. Ability to operate all required equipment such as floor machines, auto scrubbers, vacuums, snow blowers, etc.
7. Maintain a professional relationship with all district personnel, students, community members and visitors at all times.
8. Maintain a positive attitude with a daily desire and willingness to learn anything new and welcome all challenges and changes as they arise.
9. Accepts and follows the direction of the Facilities Manager and district Foremen just as those instructions are given and also ensures that all directions are carried through.
10. Make sound, independent decisions as challenges or changes arise. Communicates challenging instances to the Facilities Manager and district Foremen by the end of each day.
11. Maintain a constant, daily, open line of communication with all building administrative staff in order to accept and carry through all their directions as well as inform them of anything going on which may impact the normal operation of the school day.
12. Maintains a constant, open line of communication with all district Foremen in order to coordinate all events and ensure that all events occur safely and without any delay, concerns or issues.
13. Ensure that the building is safe and secured prior to leaving each Saturday evening. Notifies the Facilities Manager of all issues immediately so that he or she may plan accordingly.
14. Manage SchoolDude on a daily basis in order to perform work orders each day.
15. Remains aware of all events on a daily basis. Effectively plans for each event by speaking to all those involved in order to obtain all event set-up requirements.
16. Maintains all athletic fields on a daily basis in order to ensure that each field is prepared properly and ready for safe play by the appropriate time, as indicated by the Athletic Director and/or Facilities Manager.
17. Adheres to the instructions given in the seasonal athletic field preparation and athletic equipment storage memos provided by the Athletic Director and/or Facilities Manager.

18. Maintains all other areas of the campus including, but not limited to, all plantings, flower beds, rock walls, courtyards, tennis courts, parking lots, roadways, curb lines and building entrances.
19. Collect garbage and recycling from all district receptacles at 3:30pm each afternoon in the Fall/Winter, by 6pm in the Spring and by 3pm in the summer.
20. Communicate with the Custodian Foreman each afternoon in the winter in order to receive and perform custodial work inside from 4:30pm to 6pm.
21. Cuts all grass and weed whacks all curb lines and flower beds a second time per week, after the landscape company has performed their weekly service.
22. Clears leaves and other debris from all entrances, walkways, courtyards, roadways and flowerbeds on a daily basis.
23. Mulches, consolidates and/or collects leaves throughout the campus in between the landscape company's three fall leaf collection and removal services.
24. Assists the Grounds Foreman in removing all snow from each school bus each time it snows, so that each bus is ready for any scheduled trip.
25. Assists the Grounds Foreman in performing daily inspections to ensure that all bus drivers are completing their pre and post forms accordingly for each trip and cleaning their buses after each trip.
26. Maintains and secures the grounds storage shed as well as the area around the storage shed and all other storage containers throughout the campus, at all times. Ensures that others assist with doing the same.
27. Assists the Grounds Foreman in maintaining the inventory of all grounds-related supplies, tools and equipment on a daily basis, places all orders through the buildings and grounds secretary in a timely fashion.
28. Assists the Grounds Foreman in performing regular preventative maintenance on all grounds-related equipment as recommended by each manufacturer and ensures that all preventative maintenance and repair work that is beyond his or her ability is both sent out to and performed by local qualified mechanics. Ensures that all preventative maintenance and repair work is scheduled through and documented with the buildings and grounds secretary so that she or he can keep the equipment spreadsheets up to date.
29. Addresses all Integrated Pest Management concerns by performing the required work necessary to immediately correct these concerns with the help of our pest control company and shares all information with the Facilities Manager so that he or she can document the information in the 1PM Log Book as required by law.

30. Assists the Grounds Foreman in directly supervising all summer grounds helpers in order to ensure that they work safely, adhere to their shift times, remain productive and do not extend their break and lunch times.
31. Constantly practices safe work habits and utilizes all of the personal protective equipment that he or she has been given and have signed off on. Ensure that all helpers are doing the same.
32. Ensures that all deliveries, pick-ups, bank runs, etc. are made one person at a time in order to maintain productivity and efficiency.
33. Addresses all Indoor Air Quality concerns by performing the required work necessary to immediately correct these concerns. Shares all information with the district Foreman so that they are aware and the Custodian Foreman can document both the concern and the corrective measures taken into the IAQ Log Book for the Facilities Manager's immediate review.
34. Ensures that all bodily fluids incidents are dealt with according to the protocol that has been provided and remains posted on the loading dock bulletin board.
35. Addresses all safety issues such as fire hazards, trip and fall, AHERA, HazCom, ladder safety, chemical hygiene, confined space, SDS, Right to Know (RTK), etc. and notify both the Facilities Manager and the Principal of all issues immediately so that they can plan accordingly.
36. Ensure that all roof drains are checked at least every Friday and definitely before, during and after heavy rain or snow fall in order to prevent roof leaks, property damage and/or harm to all occupants.
37. Ensure that all floor drains are filled with water on a weekly basis in order to prevent sewer gases from entering the building. Ensure that all plumbing fixtures, including the irrigation system, are working properly each day and not being left to leak, drip or run overnight. Ensure that all such issues are repaired immediately.
38. Performs daily bathroom, hallway and staircase checks and clean cafes after each use.
39. Performs daily boiler checks, logs entries every two hours and ensures that the entire day crew does the same.
40. Performs monthly fire extinguisher inspections, dates and initials them and ensures that the entire day crew does the same with their assigned extinguishers.
41. Perform any other tasks assigned by the any Facilities Manager for the overall condition of the building/campus and for personnel management.
42. Perform any other tasks assigned by the Superintendent of Schools, Business Administrator, or their designee, where circumstances prevent assignment through the chain of commence 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: 3/19/18