

**ROCHELLE PARK BOARD OF EDUCATION JOB DESCRIPTION**

**TITLE: CUSTODIAN**

**QUALIFICATIONS:**

- 1. Black Seal License**
- 2. Minimum experience as determined by the board**
- 3. Black Seal License and/or other minimum experiences as determined by the board, but should include knowledge of plant operations and maintenance; cleaning methods and ventilation; proper handling of hazardous materials.**
- 4. Ability to read, write and communicate effectively**
- 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status**

**REPORTS TO:**

**Supervisor of Building & Grounds and Principal**

**JOB GOAL:**

**Must be responsible for custodial operations under the direct supervision of the Supervisor of Buildings and Grounds. Person is responsible to keep his/her assigned areas and/or building neat, clean, and orderly at all times.**

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**PERFORMANCE**

**RESPONSIBILITIES:**

- 1. Support the Board of Education and administration's philosophy, goals, and objectives for the district, its schools, and its departments.**
- 2. Opens/closes the building each day. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.**
- 3. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.**

4. Checks daily to ensure that all exit doors are working properly during the hours of building occupancy.
5. Cleans and dusts classrooms, offices, library, and faculty room daily; empties waste baskets in these areas.
6. Cleans, washes, and polishes corridors after each school day, and during the day when their condition requires it.
7. Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
8. Cleans and sanitizes all drinking fountains daily.
9. Cleans cafeteria dining areas after use.
10. Shovels, salts, and/or sweeps sidewalks, steps, driveways, and parking areas as necessary.
11. Obeys all fire/safety and environmental laws and regulations relating to the plant operation.
12. Keeps the grounds around the entire facility clean from rubbish and debris.
13. Moves furniture or equipment within the building as required for various activities and as directed by the Building & Grounds Supervisor, Principal or Business Administrator.
14. Complies with all laws and procedures for the storage and disposal of trash, waste, and debris.
15. Conducts an ongoing program of general maintenance, upkeep, and repair, making minor repairs and reporting major repair needs promptly to the Building and Grounds Supervisor.
16. Cleans all windows on both the inside and outside as scheduled.
17. Keeps all floors clean, polished, and attractive condition and in a good state of preservation.
18. Performs grounds keeping chores including mowing, leaf raking, leaf blowing, and removal of litter, to maintain the grounds in a safe and attractive condition, as directed.
19. Those other duties as assigned by the building Principal, Buildings and Grounds Supervisor or Business Administrator.

**PHYSICAL ABILITIES:**

The usual and customary methods of performing the job's functions require the following physical demands: Lifting and carrying 50 lbs. and to occasionally lift/carry equipment and supplies weighing up to 80 lbs, pushing and pulling heavy objects; dexterity of hands and fingers to operate various tools and equipment; heavy physical labor; bending at the waist, kneeling and/or crouching; lifting arms and hands over head for a period of time; frequent climbing; climbing ladders of different configuration, stand/work on a ladder for extended periods of time,

standing for extended periods of time; walking over rough or uneven surfaces; exposure to outdoors cold weather and hot weather, work in confining space, work with chemicals, dust, mechanical hazards, and electrical hazards; availability for on-call. Generally, the job requires 50% standing, 30% walking, 15% kneeling/crouching and 5% sitting.

**TERMS OF EMPLOYMENT:**

**Salary and work year to be determined by the board of education.**

**EVALUATION:**

**Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of noncertified staff.**

**APPROVED BY:**

**DATE:**

**REVISED:**

**LEGAL REFERENCES:**

**N.J.S.A. 18A:6-7.1**

**Criminal history record**

**N.J.S.A. 18A:16-1**

**Officers and employees**

**N.J.S.A. 18A:16-2**

**Physical examinations; requirement**

**N.J.S.A. 18A:17-3**

**Tenure of janitorial employees**

**N.J.S.A. 18A:17-41**

**Rules and regulations governing janitorial employees**

**N.J.S.A. 18A:36-3**

**Display of flag**

**N.J.S.A. 18A:41-1**

**Fire drills**

**N.J.S.A. 18A:41-2**

**Fire and smoke doors closed**

**N.J.S.A. 34:5A-1 et seq.**

**N.J. Worker and Community Right to Know Act**

**N.J.S.A. 34:7-1**

**License necessary**

**N.J.A.C. 6:8-4.9(a)6**

**Health and safety**

**N.J.A.C. 6:8-4.9(a)7**

**Comprehensive maintenance plan**

**N.J.A.C. 6:8-4.9(a)7ii(6)**

**School visits**

**N.J.A.C. 6:22-7**

**Long-range facilities plans**

**N.J.A.C. 6:29-7.4**

**Requirements of physical examinations**

**N.J.A.C. 12:90**

**License for high- and low-pressure boiler operators**

**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.**