

# School District of the Chathams



**259 Lafayette Avenue  
Chatham, New Jersey 07928**

## **JOB DESCRIPTION**

### ***Custodian***

#### **QUALIFICATIONS**

- Black Seal License, preferable or must be obtained within first year of employment
- Minimum experience as determined by the board of education
- Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials
- Ability to read, write and communicate effectively with adults and children
- Required criminal history background check, proof of U.S. citizenship or legal resident alien status, meets NJ Residency requirements
- Required physical examination, meeting standards outlined in the District Physical Examination Form

#### **REPORTING STRUCTURE**

- Head Custodian/Building Principal

#### **OVERSIGHT**

#### **JOB GOAL**

To provide a safe, clean and comfortable school environment which promotes efficient operation of the school district

#### **ESSENTIAL REQUIREMENTS**

- Responsible for maintaining all licenses related to the position (Ex: Black Seal, etc.)
- Ability to stand for long periods of time
- Ability to follow oral and written instructions
- Work independently with minimal supervision

- Arrive on time and works entire shift; no leaving early.
- Lift fifty (50) pounds, climb a thirty (30) foot ladder
- Reach overhead and bend at the waist
- Personal hygiene should be reflected in dress and appearance
- Assigned Custodial storage area must be kept neat and clean. Mop buckets should be emptied at the end of each shift. Dirty water should not be left in buckets
- Assume responsibility for completing annual mandatory trainings, as directed

## **PERFORMANCE RESPONSIBILITIES**

- **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.**
- **Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.**
- **Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity. All univents and circulating pumps must have the following maintenance performed: Pumps & Fan Motors: Oiled once a month Air Compressors: Should be bled once a month to remove moisture from tank. Oil level checked and belts checked for wear. Univent Filters: Checked once a month and replaced or cleaned as needed, including all window A/C's & Ceiling Univents in classrooms and offices. When filters are replaced the new filter should be marked with the current date.**
- **Boiler checks are to be done every two hours (as per state law) and recorded in the Boiler log as per N.J.A.C 12:90-3.5**
- **Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy**
- **Displays the U.S. flag during school hours on days when school is in session. When taken down the flag is folded and stored properly**
- **Cleans and dusts classrooms, offices, library and faculty room daily; empties waste baskets in these areas**
- **Cleans corridors after each school day, and during the day when their condition requires it**
- **Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed**
- **Cleans and sanitizes all drinking fountains daily**
- **Cleans cafeteria dining areas after use**
- **Shovels, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary**
- **Obeys all fire/safety and environmental laws and regulations relating to the plant operation**
- **Keeps the grounds free from rubbish and debris**

- **Cleans chalkboards/whiteboards daily**
- **Sets up, moves, dismantles furniture or equipment within the building as required for various activities and as directed by the head custodian or principal**
- **Ensure all ceiling grills and light fixtures are free of dust and cobwebs**
- **Complies with all laws and procedures for the storage and disposal of recyclables, trash, waste, and debris**
- **Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the head custodian**
- **Cleans all windows on both the inside and outside as scheduled.**
- **Keeps all floors in a clean and attractive condition and in a good state of preservation**
- **Assists maintenance personnel, as requested**
- **Employees should not request or accept gratuities for work performed**
- **Minimum of three days notice required for Personal day requests, except in the case of emergencies**
- **As per the Chatham Custodian Agreement, any classes require prior approval of the Superintendent. If prior approval is not received the district will not be responsible for any tuition, fees, and/or stipends**
- **Performs other duties as assigned for the efficient operation of the school district to increase the effectiveness and reduce costs to the ultimate benefit of the district**
- 

#### **TERMS OF EMPLOYMENT**

Work year and salary to be determined by the board in accordance with the Collective Bargaining Agreement between the School District of the Chathams and the Chatham Education Association

#### **EVALUATION**

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

Job Description adopted by the School District of the Chathams □ Chatham, New Jersey

Adopted: [01/13/2020]