

CUSTODIAN

- QUALIFICATIONS:
1. High school diploma or equivalent.
 2. Highly motivated, energetic, hard worker with the ability to train and oversee others in work processes.
 3. General maintenance aptitude.
 4. Ability to understand and follow instructions; Ability to establish and maintain cooperative working relationships with the head custodians; Ability to lift 80 lbs.
 5. Possession of a valid and appropriate New Jersey driver's license. Commercial Driver's License (CDL) class B preferred with willingness to obtain P & S endorsement.
 6. Low Pressure Boiler License (Black Seal) or ability to acquire within the first 10 months of employment.
 7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
 8. Required criminal history background check, Certification and proof of U.S. citizenship or legal resident alien status.
 9. Pay based upon experience.

REPORTS TO: Head Custodian or Night Supervisor (if applicable)/Principal

JOB GOAL: To maintain and improve building conditions through the safe and efficient operation of general maintenance equipment in addition to performing assigned project work to maintain facilities and grounds under the direction of the building Head Custodian.

PERFORMANCE RESPONSIBILITIES:

1. Operate cleaning/maintenance equipment such as buffers, strippers, snow blowers and other grounds maintenance equipment and hand tools as necessary.
2. Assist in the planting, transplanting and removing of plants and shrubs; utilize hand tools to work soil and remove weeds, undergrowth and debris from school grounds and landscaped areas.
3. Assist in special grounds maintenance work as assigned.
4. Sweep, vacuum, and blow walks, driveways, parking lots and other areas; pick up paper and rubbish as needed.
5. Perform preventative maintenance procedures on unit ventilator equipment.
6. Performs minor repairs to tools and equipment.
7. Responsible for storing and moving equipment.
8. Drive district vehicles as required to transfer equipment and materials between sites and deliver equipment and materials to each site as required.
9. Performs assigned custodial work such as stripping and waxing floors, buffing floors, washing windows, refinishing gym floors, scrubbing furniture, and general cleaning of bathrooms, classrooms, and offices in accordance with pre-established checklist(s).
10. Utilize the on-line work order system to properly discharge work orders.
11. Takes primary responsibility for opening and/or securing the building, including weekends, to provide protection against vandalism and theft;
12. Performs minor repairs at the direction of the Maintenance Specialists.

13. Performs such other duties as may be assigned by the building Head Custodian, and or Night Supervisor.

PHYSICAL DEMANDS:

Regularly walk, stand, or stoop; Frequently lift, carry, push, pull or otherwise move objects weighing up to 80 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces; Distinguish between shades of color; Communicate via radios; and Regularly drive a motor vehicle.

WORKING CONDITIONS:

Work is performed for sustained periods indoors/outdoors and occasionally in hot, cold, or inclement weather; Work requires use of protective devices such as masks, goggles, ear muffs and gloves; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, hazardous chemicals, and animal fecal material; Work is performed in a noisy place; and Work exposes individual to possible bodily injury from moving mechanical parts of equipment, tools, or machinery.

TERMS OF EMPLOYMENT:

Twelve month contract renewed annually. Contract terms and compensation in accordance with the Negotiated Agreement between the Summit Board of Education and the Summit Education Association (SEA).

EVALUATION:

Performance of this job will be evaluated annually in accordance with state law and provisions of the Boards policy on evaluation of non-certificated staff.