

# EAST RUTHERFORD BOARD OF EDUCATION

## Job Description

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TITLE: HEAD CUSTODIAN

QUALIFICATION:

1. Black Seal License: high school diploma or equivalent
2. Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the board
3. Supervisory ability
4. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Business Administrator/Superintendent

SUPERVISES: All custodians under his/her authority

JOB GOAL: To oversee the custodial operations of individual school facilities and ensure a safe , clean, and comfortable school environment; to carry out administrative tasks required to maintain and operate the plant to the required standards.

### PERFORMANCE

#### RESPONSIBILITIES:

1. Assumes responsibility for the opening and closing of the school 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.
2. Be sure all students are out of the building (unless with a teacher) before leaving at night.
3. Check all rooms to be sure that they are ready for the school day. (Radiators, fans, heating units).
4. Put up the flag on the outside pole each school day, before school (8:30 a.m.), and take down each evening after school (3:30 p.m.)
5. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
6. Schedules daily tasks, supervises work of custodians and participates in daily cleaning of facilities. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.

7. Sidewalks kept clean of snow or ice. Shovels, plows, salts and/or sweeps sidewalks, steps, driveways and parking areas as necessary.
8. Adhere to, and implement, all aspects of the district's Blood Pathogens and Asbestos Control Plans.
9. Clean all lavatories each night or morning in accordance with the cleaning schedule cited in the Blood Pathogens Control Plan and Policy. Whenever possible, the lavatories must be cleaned by hosing and sweeping. At least twice per week the lavatory floor must be cleaned with hot water and detergent. Replenishes paper and soap supplies as needed.
10. Clean and treat all areas cited in the district's Blood Pathogens Control Plan as specified in that document.
11. Cleans and sanitizes all drinking fountains daily.
12. Cleans cafeteria dining areas after use.
13. Cleans and dusts classrooms, offices, library and faculty room daily; blackboards washed at least once a week. Erasers should be cleaned at least once a day; empties waste baskets in these areas.
14. Cleans corridors after each school day, and during the day when their condition requires it.
15. Monitors and regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
16. The building custodian is responsible to see that his building is at least 70° temperature by 8:30 a.m.
17. Check boiler on arrival, setting up thermostat to desired temperature, check water, motor etc.
18. Plans and oversees all maintenance and repair work in the building.
19. Obeys all fire/safety and environmental laws and regulations relating to the plant operation.
20. During spring and summer, keep the lawn mowed, shrubbery hoed and trimmed, and school grounds free of debris.
21. Moves furniture or equipment within the building as required for various activities and as directed by the business administrator or principal.
22. Complies with all laws and procedures for the storage and disposal of trash, waste, and debris.

23. Cleans all windows on both the inside and outside as scheduled.
24. Keeps all floors in a clean and attractive condition and in a good state of preservation.
25. Participates in the selection, assignment, scheduling and training of the custodial staff.
26. Maintains an inventory and recommends purchase of supplies, tools, equipment, and fuel.
27. Monitors the time records of all custodians in the school and certifies them for salary payment.
28. Evaluates the performance of custodians in accordance with board policy.
29. Completes custodial reports, building condition reports and other records as required.
30. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
31. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.
32. Maintains preventative maintenance logs and other records as required.
33. Performs related duties as required for daily operation of the school.
34. The custodial staff will not take orders from the teaching staff. The business administrator will direct orders to the custodial staff.
35. A member of the custodial staff will be present at all school function, such as dances, basketball games, etc. The schedule for events will be arranged by the Principal.
36. When school is not in session, students will not be permitted in the school building, unless accompanied by a teacher, or by some other arrangements either directed by the board or administration.
37. Summer work schedule will be presented to the custodial staff and followed in order that the building will be thoroughly cleaned and ready by September 1<sup>st</sup>.
38. A custodian, appointed by the administration, will be in charge of the supply room in the elementary building and issue supplies as the building principal directs.
39. No alcoholic beverages or drinking thereof, will be permitted while on duty nor should the influence of alcohol consumption be observable or noticeable resulting from a drinking experience prior to reporting to work.

40. The custodians will conduct themselves in an acceptable fashion, being neat in appearance and civil in manner.
41. A polyester/cotton or all cotton uniform will be selected and provided by the board. It is the responsibility of each custodian to wear his/her uniform daily and to keep it clean.
42. A no time will any custodial staff member take any supplies or equipment from school, unless granted permission by the building principal.
43. All requests for leaving early, being absent, must be cleared through the superintendent or his/her representative.
44. All members of the custodial staff shall possess a Black Seal boiler license. Whenever possible, newly hired custodians shall possess a Black Seal license. If this qualification is not met at the time of employment, any custodian employed without this license shall agree to enroll in a course within six months of employment and obtain a Black Seal license as soon as possible thereafter but not to exceed the time period of one year measured from the first day of employment.

**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 provision of the board's policy on evaluation of noncertified staff.

**APPROVED:** \_\_\_\_\_ 2/23/12 \_\_\_\_\_

**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:17-3-4	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. 34L7-1	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. 12:90-3.4,3.5 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.