

EAST RUTHERFORD BOARD OF EDUCATION

Job Description

TITLE: SCHOOL CUSTODIAN

QUALIFICATIONS:

1. High School diploma or equivalent
2. Boiler Operator's License (black seal) must be acquired not later than the second consecutively scheduled licensing test date following the commencement of employment.
3. Submit to and pass a criminal background check
4. Submit to and pass a physical examination by physician
5. Physically able to climb steps, step ladders and scaffolding
6. Able to operate cleaning equipment such as scrubbing machines, vacuums, etc.
7. Ability to relate to staff and students
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Business Administrator (primary)
School Principal (secondary)

JOB GOAL: To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

PERFORMANCE RESPONSIBILITIES:

1. Unlock doors, open school building

Custodian is responsible for the opening and closing of the school each day. At the start and completion of the day, the custodian is required to deactivate or activate the burglar alarm system for the building. Upon the closing of the building, the custodian must make sure all windows are closed and any entry areas to the school are secure. (Locking of outside fence gates when required.) Upon opening and closing the building, the custodian must check the heating and cooling systems to assure they are in operation.

Physical Requirements:

Fingering: Small keys requiring dexterity
Seeing: Location of locks

2. Clean and dust offices and assigned areas

The worker performs this task independently. It involves dusting and cleaning of all offices of the school and their contents and other assigned areas by the custodial supervisor. This task may require dusting of office desks, approximately 30 inches from ground, shelves of varying heights, various articles in the offices, et. There may be a periodic overhead dusting of windows and window ledges that will require the worker to reach from a stool, ladder, chair, etc., ladder approximately 6-8 feet. The worker will need cleaning supplies to be transported to each assigned area.

Physical Requirements:

Standing:	To perform functions
Walking:	To perform functions, maneuver around area
Climbing:	On ladder, stool to reach overhead, ladder approx.. 6-8'
Bending:	To dust/clean shelves, lower areas
Stooping/Crouching:	To perform function in lower or hard to reach areas
Balancing:	On ladders, stools, approx.. 6-8'
Lifting:	Articles that must be cleaned around, weight less than 5 lbs.
Reaching – Hands/Arms:	In all directions to clean/dust all areas
Handling:	Supplies of varied size; articles to be moved to clean/dust, ladder
Seeing:	To perform functions

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3. Clean Bathrooms

This task is performed by one worker in each lavatory. The worker is to clean and sanitize the toilets in the stalls, clean the sinks, wash the floors and the walls and clean the windows. The worker must also bring the cleaning supplies to each bathroom to be cleaned.

- √ Toilet cleaned on inside and around stall
- √ Re-supply toilet paper and paper towel, soap
- √ Wash sinks, mirrors
- √ Wash bathroom floors, utilizing bucket and mop
- √ Wash down bathroom walls, utilizing utility ladder approximately 6-8'
- √ Clean windows, utilizing ladder

Physical Requirements:

Standing:	To clean sinks, mirrors, walls; perform most functions
Walking:	To maneuver around lavatory
Climbing:	On utility ladder, approx.. 6-8'
Bending:	To mop, wash floors, sinks
Stooping/Crouching:	To wash toilets
Balancing:	On utility ladder
Lifting – whole body:	To carry ladder to lavatory
Lifting – Hands/Arms:	Cleaning supplies
Pushing/Pulling Body:	To maneuver bucket, mop to wash floor
Reaching Above:	To clean windows, walls
Handling:	Cleaning supplies, mop bucket, ladder
Seeing:	Location of toilet, sink, windows, mirrors, to perform functions, re-supply articles

4. Garbage Removal and Recycling Bins

This task is completed once per day. Individual pails are emptied into the larger garbage barrel. One or more large garbage barrels may be used to complete this task and are simultaneously pushed or pulled down the corridor, utilizing approx.. 5-10 lbs. of pull/push force. After all garbage is collected, the large barrels are pushed to the end of the building. The garbage bags must be lifted out of the barrels, or varying weight, and must be carried or dragged down approximately 4-5 steps. The bags may be lifted and thrown to or brought down several stairs to the outside dumpster, where it is lifted and disposed of in the dumpster. This requires the worker to lift the individual garbage bags approximately 3.5 – 4' off the ground into the dumpster. The worker then retrieves the large garbage barrel to be stored appropriately.

Physical Requirements:

Walking:	To collect garbage, to push/pull garbage barrels down the corridor, to bring garbage bags down stairs to dumpster.
Bending:	To retrieve garbage from individual pails in offices and rooms, to lift garbage bags to dispose in dumpster.
Lifting – Whole Body:	To lift garbage bags of varying weight for disposal
Lifting – Hands/Arms:	Individual small garbage pails from rooms, offices
Balancing:	Garbage on stairs to the dumpster
Pushing/Pulling Body:	Garbage barrels on wheels, requiring approx. 5-10 lbs push force to maneuver
Reaching Above:	Garbage bags into dumpster
Handling:	Individual garbage pails, garbage bags
Seeing:	To maneuver garbage barrels down corridor, to empty smaller pails, location of dumpster, location of stairs

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Recycling Barrels

The recyclables are collected in the recycling barrel which is on large wheels. It is taken to each room/office for collection, and is either pushed or pulled along the corridor requiring approx. 5 lbs. of pull/push force. This is often done simultaneously with garbage collection. After the recyclables are collected, the worker must maneuver the barrel down stairs where it is brought outside to the garbage, parked and an empty recycling barrel is brought back into the school and stored. This task is performed once daily.

Physical Requirements:

Walking:	See garbage collection
Bending:	To retrieve recyclables
Balancing:	Recycle barrels on stairs to outside
Pushing/Pulling Body:	See garbage collection
Handling:	Recycling materials, cans, bottles, etc.
Seeing:	To maneuver recycling barrel along the corridor, to maneuver barrel downstairs, to locate garage for drop-off, to retrieve and store empty recycling barrel.

5. Floor Maintenance

This task is performed by each custodial worker. It involves the sweeping and mopping of offices, classrooms, stairwells and auditorium as needed. Classrooms, offices and stairwells are cleaned daily. The worker must retrieve the broom for sweeping the assigned area and utility bucket and mop for washing floors. A walk-behind or riding automatic traction-driven floor scrubber will be used in the maintenance of the floor areas when needed.

It is necessary to move furniture to clean the floors in the offices and classrooms and may involve an hour's worth of time sliding and pushing desks, chairs, etc. The worker must also sweep and wash the stairwell.

Physical Requirements:

Standing:	To sweep/mop
Walking:	To perform functions, maneuver around assigned areas
Climbing:	Stairwells, to sweep and wash
Bending:	On place and retrieve buckets, cleaning supplies
Balancing:	On stairs
Lifting Hands/Arms:	Buckets for cleaning
Pushing Whole Body:	Furniture to be moved
Pushing Hands/Arms:	Broom, mop
Handling:	Cleaning supplies, bucket, broom, mop
Seeing:	To perform function, areas to be swept and cleaned, cleaning supplies

6. Outside Maintenance

This task is performed by each custodial worker. It involves keeping building and premises, including sidewalks, driveways and play areas neat and clean at all times. Sidewalks are to be kept clean of snow or ice. Sidewalks, steps, driveways and parking areas are to be shoveled, plowed, salted and/or swept as necessary. During spring and summer, lawn areas are to be mowed, shrubbery hoed and trimmed and school grounds are to be kept free of debris.

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TITLE: SCHOOL CUSTODIAN (continued)

7. Changing Light Bulbs

The worker may occasionally be required to change the overhead florescent bulbs in offices. This task is necessary a small percentage of the time. This involves moving furniture out of the way to be able to reach the light. The worker can get to the light by climbing a utility ladder.

Physical Requirements:

Standing:	To perform function
Walking:	To position ladder under bulb, bring supplies
Climbing:	Steps on ladder
Balancing:	On ladder
Lifting Hands/Arms:	To lift florescent bulb to position
Reaching Above:	To reach light to disconnect and reconnect new bulbs into place
Handling:	Requires dexterity of hands to twist the bulb to disconnect and reconnect the new bulb into place.
Seeing:	Location of light; to perform function

8. Summer and Holiday Thorough Cleaning

During holidays and summer months, it is necessary to thoroughly lean and refurbish the school. There are several tasks to be done that are not possible while school is in session, along with the overall cleaning as previously outlined. This includes stripping and refinishing floors and painting. All workers are assigned these tasks.

Painting is done with rollers with 5 gallon paint drums weighing approx.. 40-50 lbs. which have to be lifted to pour the paint into pans.

The floor stripper requires a twisting movement to operate and weighs approx. 80 lbs. It is necessary to move furniture to refinish floors. Overhead cleaning of windows is typically done at this time which the worker gets to on a utility ladder, approximately 6-8'. Major cleaning painting and refinishing floors are incorporated into the full day.

Physical Requirements:

Standing:	To clean, wash, paint, refinish floors, perform all functions
Walking:	To retrieve and return supplies, to paint, to strip and refinish floors, perform cleaning functions
Climbing:	Utility ladders, stairs
Bending:	To clean low areas, paint low areas, position equipment retrieve and place supplies
Balancing:	On stairs, ladders
Lifting Whole Body:	5 gallon drums of finish and paint, weighing approx. 40-50 lbs., utility ladders approx. 6-8'
Lifting Hands/Arms:	Various supplies, garbage bags
Pushing Whole Body:	Stripping machine weighing approx.. 70-80 lbs., buffing machine, garbage barrels, 5-10 lbs. of push force moving furniture.
Pushing Hands/Arms:	Paint rollers, mops, brooms, to perform functions
Reaching Above:	To clean windows, paint walls, clean higher areas
Reaching Forward:	Dusting, cleaning in offices, rooms as previously outlined
Reaching Down:	To retrieve and return varying small supplies
Handling:	All cleaning equipment, to perform functions
Seeing:	Location of supplies, to maneuver equipment, to paint surfaces; to perform all functions

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TITLE: **SCHOOL CUSTODIAN** (continued)

9. Miscellaneous

Workers will adhere to and implement all aspects of the district's Blood Pathogens and Asbestos Control Plans. Workers are to check boiler(s) upon arrival, setting up thermostat to desired temperature, check water, motor, etc. Workers are to obey all fire/safety and environmental laws and regulations relating to the plant operation. Workers are to comply with all laws and procedures for the storage and disposal of trash, waste and debris.

Workers will perform other duties as may be assigned by the School Business Administrator, Building Principal and/or other Administrator.

TERMS OF EMPLOYMENT: Annual; Not subject to tenure

EVALUATION: School Business Administrator in consultation with the Building Principal

APPROVED BY: East Rutherford Board of Education\

DATE REVISED: