

## CUSTODIAN

### QUALIFICATIONS:

1. High School diploma or GED
2. One year of custodial experience (preferred but not required)
3. Possession of and the ability to maintain a valid NJ driver's license
4. Black Seal License (recommended, but not required)
5. Ability to read, write and communicate effectively
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Ability to lift up to 50 pounds or more.
8. Job Related & Essential Qualifications
  - a. Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.
  - b. Verbal Aptitude: Requires the ability to effectively present information to students, staff, and community.
  - c. Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of electrically powered, custodial equipment and handheld supplies and cleaning tools
  - d. Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; may require ability to calculate decimals and percentages
  - e. Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.
9. ADA Compliance:

### Physical and Sensory Requirement

Work involves the performance of duties where considerable physical exertion is required as a normal part of the job. Assistance may be available to perform unusually demanding physical tasks. Work may involve lifting and carrying objects weighing as much as 50 pounds more than 50 yards as a regular part of the job. Climbing, stooping, bending, reaching, crawling, twisting, balancing, walking, and sitting for extended periods of time may be required as a normal part of the job. Employees must not have any limitations of motion and vision (may be corrected). Hearing must be a normal range as measured by a standard audiogram. A normal sense of smell is required to detect the presence of waste of hazardous materials. Finger dexterity, sense of touch, gripping with fingers and hands is essential. As indicated in the Verbal Aptitude section, verbal communicative ability is required in dealing with students, staff, and community.

## JOB DESCRIPTION

## BARNEGAT TOWNSHIP SCHOOL DISTRICT

### Environmental Factors

Tasks are regularly performed with potential exposure to adverse environmental conditions such as: strong odors, fumes, dust, wetness, humidity, machinery, vibrations, excessive noise levels, temperature extremes, disease, pathogenic substances, waste products, electrical or mechanical hazards, and toxic/poisonous agents. Work involves all types of floor surfaces, a variety of facilities, and will include being exposed to blood and body fluids. Work is performed approximately 90% indoors, and approximately 10% outdoors. Rotating shift work is required. Personal protective equipment (PPE) will be provided as deemed necessary.

**REPORTS TO:** Facilities Supervisor, Grounds Supervisor, Building Principal, Head/Night Lead Custodian, or other Designee

### **JOB GOAL:**

Under direction, the purpose of this position is to perform highly responsible custodial tasks for an assigned school of the district. Employees in this class are responsible for accomplishing a daily routine of custodial tasks that provide students, staff, and community with an environmentally safe, attractive, comfortable, clean and efficient place in which to learn, educate and conduct school activities.

### **PERFORMANCE RESPONSIBILITIES:**

1. Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.
2. The list of essential functions as outlined herein is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.
  - a. Clean and sanitize restroom facilities and fixtures, including sinks, urinals and toilets; replenish supplies in restrooms
  - b. Sweep, vacuum, mop, strip, wax and polish floors, vacuum and shampoo carpets
  - c. Dust, clean and polish furniture, woodwork, light fixtures, counter tops and equipment
  - d. Wash windows, mirrors and walls
  - e. Empty, clean and sanitize waste receptacles
  - f. Set up rooms and equipment for conferences and meetings; move and arrange furniture; set up audio-visual equipment
  - g. Assists groups using facilities as requested; may explain or enforce facility rules
  - h. Loading and unloading trucks
  - i. Receiving, storing and moving supplies
  - j. Snow and ice removal, including shoveling, salting, sanding of walkways and roadways
  - k. Trash removal
  - l. Clean up after school activities

## JOB DESCRIPTION

## BARNEGAT TOWNSHIP SCHOOL DISTRICT

- m. Dusting, cleaning chalkboards/whiteboards and erasers
  - n. Light maintenance/minor repairs to facilities and equipment including changing light bulbs, changing equipment oil, interior air filters, replacing full ceiling tiles, painting
  - o. Assisting in kitchen
  - p. Watering flowers
  - q. Responds to emergency situations in order to confine, resolve or prevent hazardous conditions
  - r. Reports equipment malfunctions and facility maintenance needs to immediate supervisor
  - s. Performs non-cleaning tasks in general facility maintenance
  - t. Functions independently or as part of a crew depending on nature of task, such as in seasonal facility preparations or other major custodial projects
  - u. Performs Head/Night Lead Custodian duties when applicable to assigned school, i.e., Assisting in: planning and coordinating tasks, training Substitutes and Custodians in use and application of chemical supplies (OSHA standards, ordering materials and supplies)
  - v. Ensure heating and cooling systems are turned on/off. Check gauges to ensure system is operating
  - w. Confer with school site administrator regarding special and regular custodial needs, perform work to be completed
  - x. Inspect school plant to assure appropriate maintenance, safety and cleanliness; report health and safety hazards to appropriate personnel
  - y. Perform security duties related to buildings and grounds; turn off security alarm system; lock and unlock doors, windows and gates; raise and lower flag
  - z. Locate and operate all emergency shut-off valves, switches or controls for electric, gas and water in event of emergency
3. Non-Essential Functions
- a. Maintains cleaning equipment & supplies
  - b. Performs laundry duties of towels, mops, dust mops, etc.
  - c. Performs maintenance such as fixing pencil sharpeners and adjusting desks/chairs
  - d. Sweep outdoor walkways; inspect grounds for safety hazards and reports findings to supervisor
  - e. Ensure school traffic/safety signs are out at start of school day and removed at end of day
  - f. Assist in the annual inventory of all equipment in the school. Change combinations on lockers and maintain log of combinations
  - g. Ensures area is clean and restores to original set-up

# JOB DESCRIPTION

# BARNEGAT TOWNSHIP SCHOOL DISTRICT

## 4. Additional Job Functions

- a. Reasonable accommodations may be made in order to perform the essential functions. This job description describes a general category of jobs. In order to meet the needs of the Barnegat Township School District, employees may be assigned other duties, in addition to or in lieu of those described above, and any duties are subject to change at any time.

## **TERMS OF EMPLOYMENT:**

Salary and work year to be determined by the Board of Education.

## **EVALUATION:**

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

## **LEGAL REFERENCES:**

N.J.S.A. 13:1F-19	School Integrated Pest Management Act
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. 6:3-4A-4	Requirements of physical examinations
N.J.A.C. 6:24	Comprehensive maintenance plans
N.J.A.C. 6A:26	Educational facilities
N.J.A.C. 17:27	Equal employment opportunity and affirmative action rules
See Particularly:	
N.J.A.C. 6A:26-12	Operations and maintenance of facilities
N.J.A.C. 12:90-3.4	Licensing of operating engineers and boiler operators
N.J.A.C. 12:100-4.2	Adoption by reference

## **JOB DESCRIPTION**

## **BARNEGAT TOWNSHIP SCHOOL DISTRICT**

Bloodborne Pathogen Standard, 29 C.F.R. 1910.1030  
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.