



## JOB DESCRIPTION

**I Title:** Custodian  
Day Custodian  
Night Custodian

**II Qualifications:**

- A. Black Seal License
- B. Minimum experience as determined by the board
- C. Knowledge of plant operations and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials
- D. Ability to read, write and communicate effectively
- E. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**III Primary Function:** To provide a safe, clean and comfortable school environment.

**IV Reports to:** Supervisor of Buildings & Grounds/Principal/Business Administrator

**V Major Duties and Responsibilities:**

**A. General Housekeeping; all types of cleaning activities, including:**

- 1. Cleaning, sweeping, vacuuming, mopping, screening, scrubbing, burnishing, stripping, waxing and sealing of floors and steps.
- 2. Washing, polishing and dusting furniture and equipment, doors and frames, windowsills, blinds or shades, bookshelves, cabinets, desks, tables, etc.
- 3. Cleaning glass in windows, doors, cabinets, desks, clocks and pictures.
- 4. Cleaning, washing and dusting of whiteboards and erasers.
- 5. Cleaning and sanitizing of plumbing fixtures and hardware of various types such as sinks, toilets, urinals, drinking fountains, including the removal of mineral deposits.
- 6. Brushing, dusting, washing of walls, partitions, ceilings, and light covers.
- 7. Washing, dusting, and removal of garbage from lockers, cubbies, etc.
- 8. Removing spots, marks and graffiti from walls, desks and other items.
- 9. Disposing of rubbish and proper collection of and removal of recyclables.
- 10. Proper clean-up and disposal of bodily fluids and potential blood borne pathogens.
- 11. Keeping custodial closets, boiler rooms, mechanical rooms and storage areas clean, neat, and organized with custodial equipment stored clean, neat and properly.
- 12. Caring for a variety of other similar types of cleaning jobs.
- 13. Inspect school daily to ensure it has been cleaned to required standards.

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**B. Grounds care related to school to which custodian is assigned, including duties:**

1. Sweeping sidewalks, driveways, and hard-surfaced parking areas.
2. Shoveling snow, removal of ice and salting of the above areas and playground equipment areas.
3. Picking up paper and debris on grounds and dumping trash.
4. Conducting inspection on playground equipment, fences, and grounds for safety.
5. Weeding and planting (if required, but not to be done on a regular basis).
6. Mowing, trimming, edging, watering and leveling of ground, if so designated by Supervisor of Buildings and Grounds (if required, but not on a regular basis).

**C. Minor repairs to buildings, grounds, furniture and equipment, such as:**

1. Tightening screws, details.
2. Touch-up painting and varnishing.
3. Adjusting and minor repairs to window shades and blinds.
4. Securing loose or removing dangerous projecting nails.
5. Adjusting furniture and equipment.
6. Replacing of chair, table, and desk glides.
7. Adjusting door closures/checks.
8. Replacing burned out light bulbs.
9. Cleaning, plunging, and clearing clogged toilet stools, urinals, sinks, and floor drains.
10. All other minor repairs, within reason, that require only basic hand tools.

**D. Mechanical services related to building operations, including:**

1. Resetting of breakers, resets, and starters.
2. Operating of heating plant, ventilating systems and all support equipment.
3. Replacing and/or cleaning heating, air conditioning, and ventilation filters.
4. Lubrication and cleaning of motors, pumps, fans and other mechanical equipment.
5. Monitoring gauges, valves, and switches to insure proper operation.
6. Performing and signing off boiler and heating system checks – All custodians are required to have a Black Seal License.
7. Periodic roof inspections to clear debris from roof and roof drains and to check for proper roof exhaust fan operation.
8. Check all classrooms to ensure they are secured and windows are closed and locked.
9. Ensure that all exterior doors are secure and locked before setting alarm and leaving.

**E. Miscellaneous services and chores which are of an intermittent nature, such as:**

1. Filling toilet paper, paper towel and soap dispensers.
2. Moving, receiving, and storing of various items and equipment.
3. Receiving, distributing, and counting milk, posting on tally sheet and calling in order.
4. Inventorying, requesting, and documenting custodial supplies.
5. Setting up equipment for and breaking down from an activity.
6. Light assembly of furniture and equipment.
7. Filling out work orders for maintenance department.
8. Reporting to building principal status of building cleanliness, safety, and security.
9. Checking and signing off fire extinguishers (monthly).
10. Testing emergency lighting, if applicable (monthly).

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11. Raising and lowering the flag.
12. Participate in Fire Drills and Safety Drills.
13. Assist in traffic duty when required.

F. All other tasks, within reason, whether designated or not designated, which would facilitate the smooth and safe operation of the school building or its facilities when requested by a superior.

**VI Miscellaneous:**

- A. All staff are required to wear steel-toe boots or shoes.
- B. All staff are required to wear district issued polo shirts and pants.

**VII Terms & Conditions of Employment:** 12-month position with salary, benefits, and other terms as defined by the contract between the Upper Saddle River Board of Education and the Upper Saddle River Education Association.

**VIII Evaluation:** Annually by primary supervisor as designated by law, policy, and contract.