

EAST ORANGE SCHOOL DISTRICT
East Orange, New Jersey



Custodian
Position

REPORTS TO: Building Administrator/Head Custodian

JOB GOAL: To provide a safe, clean and comfortable school/office environment.

RESPONSIBILITIES:

1. Opens/closes the building 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. Secures building when facilities are not in use checking for unlocked doors and windows, reporting any unauthorized occupants
2. Checks daily to ensure that all exit doors are accessible and all panic bolts are working properly during the hours of building occupancy
3. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times
4. Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water and electricity
5. Cleans and dusts classrooms, offices, library and faculty room daily; empties/cleans waste baskets in these areas. Sweeps, mops or vacuums floors
6. Cleans corridors after each school day, and during the day when their condition requires it
7. Cleans and sanitizes bathroom, its fixtures and floors, daily (or more often, if needed) and replenishes paper and soap supplies as needed
8. Cleans and sanitizes all drinking fountains daily
9. Cleans cafeteria dining areas after use
10. Executes environmental accommodations related to student health and safety and implements specific cleaning directions and other required measures to further the protection of students and/or staff members with potentially life-threatening allergies and/or physical disabilities

11. Obeys and supports all fire/safety and environmental laws and regulations relating to the safe operation of educational facilities
12. Supports and enforces all district health and safety regulations, guidelines and policies as established by the East Orange Board of Education
13. Moves furniture and equipment within the building as required for various activities and as directed by the principal and/or head custodian. Assists with the setup of facilities for meetings, conferences, events, etc.
14. Complies with all laws and procedures for the storage and disposal of recyclables, trash, waste and debris
15. Cleans all chalkboards/whiteboards, as required but not less than once per week
16. Conducts an ongoing program of general maintenance, upkeep and report, making minor repairs and reporting major needs promptly to the Head Custodian
17. Uses and maintains assigned power equipment and hand tools (i.e., auto-scrubbers, extractors, high-pressure washers, buffers, high-speed buffers, vacuums, brooms, mops, squeegees) for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
18. Cleans all windows – interior and exterior, and shades/blinds as required and/or scheduled
19. Cleans/washes walls
20. Launders dust mops and cleaning rags
21. Strips, cleans, buffs and applies floor sealer and floor finish to hard surface floors; vacuums and shampoos carpets. Keeps all floors in a clean and attractive condition and in a good state of preservation
22. Keeps the grounds free from rubbish and debris
23. Shovels, plows, salts and/or sweeps sidewalks and steps, in areas within 16 feet of buildings, and driveway/parking areas using hand-operated tools or small power equipment
24. Displays the US flag during school hours on days when school is in session
25. Performs grounds-keeping chores including grass cutting, tree trimming, leaf raking, etc. to maintain the grounds in a safe and attractive condition
26. Attends to building emergencies, whenever necessary
27. Attends professional development events as required by district administration and/or recommended by the Head Custodian

28. Keeps an inventory of supplies, equipment, and fuel on hand and requisitions such needed replacements far enough in advance so that they may be delivered in such time as will not hinder the Custodian in his/her duties
29. Assumes responsibility for the safe and sanitary condition of the swimming pool, if the building he/she services has one, conducting all necessary water tests, backwashing the filters, and refilling the pool as necessary
30. Uploads work orders in designated computerized system
31. Performs such duties as assigned by the building administrator and/or Head Custodian and/or Custodial Supervisor
32. Must be able to perform all of the essential functions of the job with reasonable accommodations, if necessary

QUALIFICATIONS:

1. High school diploma or GED
2. Willingness to obtain Black Seal Low Pressure Boiler license within 18 months of hire
3. Demonstrated ability to perform all responsibilities
4. Some custodial experience; familiarity with basic landscaping and handyman practices
5. Required physical examination as performed by a licensed physician
6. Required criminal history background check, drug screening, and eligibility to work in the United States
7. Ability to lift and carry 50 lbs.
8. Conscientiousness and keen attentiveness to detail
9. Knowledge of use and maintenance of industrial cleaning liquids and other hazardous components
10. Knowledge of safe disposal techniques for chemical liquids and other hazardous components
11. Ability to read, write, communicate effectively, understand and follow verbal and written instructions
12. All applicants must meet NJ residency requirements as per the "New Jersey First Act", N.J.S.A. 52:14-7 (L. 2011, Chapter 70)

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: to lift, push, pull and/or carry objects which weigh as much as 5 pounds on a frequent basis

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

APPLICATION PROCEDURE:

Qualified applicants are invited to file applications and credentials via **APPLICANT PORTAL** at:

<https://eportal.eastorange.k12.nj.us/app/applicant/login.php>

SELECTION PROCEDURE:

1. Review of credentials filed with the Superintendent of Schools
2. An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
3. The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of staff

TERM OF EMPLOYMENT:

Twelve-month work year

SALARY RANGE:

Based on the EOESPA agreement

Approved by the East Orange Board of Education: October 8, 2019